



National College for
Teaching & Leadership

Spanish

Visiting Teachers Programme (England)



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1. Introduction

Spain's Visiting Teachers programme has been running successfully since 1986 between Spain and the United States and Canada and has now been extended to include England. Teachers from Spain were invited to apply for a teaching post in England by 21 November and Spain then carried out an assessment of those applications based on the minimum criteria advertised.

This document is being provided to all those candidates who were successful following the assessment carried out by the Ministry of Education, Culture and Sport (MoE) and explains the process from the point at which the Department for Education (DfE) in England receive the applications.

2. Key Dates

Candidates are asked to take note of all dates as these are not negotiable and must be adhered to.

14 March 2017	Department for Education receive final candidate shortlist, including those candidates who did not meet the experience criteria.
31 March 2017	Deadline for Department of Education and their associates to complete determination of those candidates to be invited to interview
7 April 2017	Ministry of Education, Culture and Sport notified of final list of candidates to be invited for interview.
21 April 2017	Candidates to provide lesson observation proforma (attached at Annex A) to Department of Education in England (by email Spanish.vtp@education.gov.uk)
3 May – 12 May 2017	Interview event in Madrid
5 – 7 June 2017	Digital interviews (Skype) with participating schools
12 – 15 June 2017	Lesson observations, if required
19 June 2017	Confirmation of contracts issued to candidates from schools in England

3. Overview of stages

3.1 Review of applications by Department of Education

Candidate applications were initially assessed by the Spain's Ministry of Education, Culture and Sport against application criteria. Those candidates who passed the initial assessment were then further assessed by the Department of Education, working with a group of senior school leaders. Those who have passed both assessments have been invited to interview.

3.2 Invite to interview

The DfE will notify the MoE in Spain of those candidates who are to be invited to interview and this notification will include:

- The date and time of the interview
- The location of the interview
- This guidance document
- Any information that is required to be brought to the interview

3.3 Lesson observation

Schools in England would like to see candidates carrying out a lesson and therefore candidates are requested to obtain a video recording of themselves carrying out a lesson.

Please ensure that written permission is obtained from your head teacher confirming that the recording can be carried out. Attached to this guidance, at Annex A is a proforma for completion and signing by your head teacher. The completed proforma is to be returned to the Department for Education by email to Spanish.vtp@education.gov.uk by **21st April 2017**. The video recording, if available, is to be provided to the Department for Education by email to Spanish.vtp@education.gov.uk by **15th May 2017**.

Please note

- **Video recordings that are provided but where written permission has not been received from the head teacher will be destroyed/returned and will not be included as part of your application;**
- **If candidates are unable to obtain written permission, a video recording is not to be provided, and;**
- **if candidates are unable to provide a video recording or obtain written permission, this will not prevent candidates from progressing to the next stage as alternative options are being considered, including live lesson observations in England.**

3.4 Interview event

The interview event will be held at the Hotel Ilunion, C/Lopez de Hoyos 143, 28002 Madrid. Candidates will be notified separately by the MoE of the time and date for interview.

Upon arrival at the interview event, candidates will be met by a representative of either the DfE from England or the MoE in Spain and signed in. Candidates will be asked to provide identification, such as a valid passport, before being admitted to the event.

If candidates have brought any additional documentation to the interview event, such as certificates of qualifications etc, these need to be retained by the candidate until in the actual interview.

All other documents, such as criminal checks, references etc. must be passed to the administrators from DfE.

Assessments

All candidates are required to complete assessments as part of the application and interview process which is designed to test candidates ability in areas such as lesson planning or marking students work. This are necessary parts of the selection process and failure to complete these will be noted in candidates' files and may result in candidates being unable to secure employment through the programme.

Interview

Candidates will be interviewed by a panel of two members and the interview will last for approximately 30 minutes. The questions will seek to evaluate the candidate's ability to manage a classroom, plan a lesson, mark students work, ability to deal with behavioural issues, act as a role model/leader to the students. The interview is a necessary part of the selection process and failure to attend will result in removal from the interview event. If a candidate is unable to attend the time/date allocated, please contact Spanish.vtp@education.gov.uk. Unfortunately due to the number of interviews scheduled, rearrangements can only be made in extremely special circumstances. If a candidate should fail to show up to the interview and have not notified the DfE in advance (by email to Spanish.vtp@education.gov.uk) the candidate will be removed from the candidate list.

After the interview has been completed, please notify the administrator and the candidate will be signed out. Candidates are then free to return home.

Please ensure that the following is brought to the interview event:

- **Photographic identification** – this can be a valid passport or driving licence
- **Two references** – this must be one from the candidates current or most recent head teacher/principal and can be in Spanish but must be accompanied by a translated version in English. Please also email these to Spanish.vtp@education.gov.uk by 15th May 2017.
- **Qualified Teacher Status in England** – If candidates have QTS in England, please bring the reference number and confirmation of this. Please also email these to Spanish.vtp@education.gov.uk by 15th May 2017. If candidates do not have QTS in England, candidates who are successful at the interview stage will need to apply for QTS.
- **Confirmation of criminal checks** – If candidates have completed criminal checks, confirmation of this should be brought to the interview event and passed to the administrator. Please also email this to Spanish.vtp@education.gov.uk by 15th May 2017. If this has not yet completed and candidates are successful at the interview stage, the criminal checks will need to be completed.
- **Any documents candidates wish to use to support the application process.**

1.5 Post Interview

Candidates who have been successful at the interview stage will be notified by 17th May 2017 and will progress to the next stage (into the 'pool'). Candidates must be aware that there is no guarantee of a job at this stage. Candidates who have been selected into the pool will be referred to the participating schools in England. This means that all paperwork collected in support of candidates' applications, including application form, certificates, summary notes, interview notes, assessments, video recording (where provided) etc. will be passed to the schools for them to consider. **Note: progressing to the 'pool' does not necessarily guarantee a candidate a post in school.**

1.6 Recruiting Schools

Schools will select candidates they would like to hold a digital interview with (such as Skype) and this will be arranged between the school and the candidate between 5 and 7 June, subject to availability. These dates will need to be adhered to, to ensure candidates are able to give their current employer adequate notice to terminate their employment. Schools will then decide whether a contract will be issued to the candidate. Once a school offers a candidate a contract, the candidate **must** respond within 2 working days. **Please note that the contract is between the school and the teacher, and not DfE.** All contracts of employment will be subject to certain conditions, such as criminal checks both in Spain and the UK, references and QTS status.

If a video recording has not been provided of the candidate carrying out a lesson, before contracts are agreed the recruiting school may wish to observe the candidate carrying out a lesson. The logistics of this are to be arranged but could include either the candidate being flown to England week commencing the **12 June 2017** and visiting the recruiting school or attending a 'teaching' event.

4. FAQs

What happens if I cannot attend the interview event on the time/date given?

If you are unable to attend the time/date allocated to you, please contact Spanish.vtp@education.gov.uk straight away and where possible an alternative date/time will be arranged. Unfortunately due to the number of interviews scheduled, rearrangements can only be made in extremely special circumstances.

Do I have a job if I am successful at the interview?

No, the interview is just one stage of the process. Candidates who are successful at the interview stage are referred to participating schools who will then digitally interview (via Skype) candidates who they may wish to recruit. Schools may then issue contracts.

What happens if more than one school offers me a contract?

If the candidate has interviews with more than one school and is offered contracts by more than one school, the candidate will be in a position to pick which school s/he would like to accept the contract from. The decision lies completely with the candidate.

I have been offered a contract by a school in England, can I have some time to think about it?

Due to schools needing to ensure that vacancies are filled and candidates ensuring that they have a job to start in September, candidates are asked to accept or decline an offer of employment within 2 working days of receiving the offer.

What is my salary going to be?

The salary is a matter between the recruiting school and candidate and it is recommended that candidates raise this matter during any interview (such as Skype) with the recruiting school. The DfE are not involved in this matter.

What if I change my mind?

If a candidate has accepted a contract from a school then the terms and conditions of that contract will need to be adhered to. If the contract has not yet been accepted and the candidate decides that s/he does not wish to proceed, then the candidate will need to notify the relevant school. The candidate must also notify the DfE so the candidate's details can be reinstated for other schools to consider them.

How can I find out more about the English Education System?

Further information on the English Education System can be found here - <https://www.gov.uk/national-curriculum/overview>

What are the working hours throughout the school year?

The terms and conditions relating to the candidates working hours is a matter between the recruiting school and candidate and it is recommended that candidates raise this matter during any interview (such as Skype) with the recruiting school. The DfE are not involved in this matter.

What is QTS?

QTS (Qualified Teacher Status) is the accreditation awarded to teachers in England once they have completed a period of initial teacher training and passed a variety of skills tests. In order to meet the applicant requirements for this programme you will need to hold QTS equivalent qualifications. Please refer to the Applicant Criteria section of this guidance for further information.

How and when do I apply for QTS?

Once you have been advised that you have been successful at interview stage and are progressing to the next stage, you will need to apply for QTS. Please visit <https://www.gov.uk/guidance/qualified-teacher-status-qts> to find out more.

Do you assist teachers to find housing in the England?

Choosing your home is a personal decision. Guidance can be given but it is your choice and responsibility to find suitable and affordable accommodation for the duration of your time in England.

How much does it cost to live in England?

The cost of living varies from one part of England to another. Generally, it is more expensive to live in London, South East of England and urban areas but salaries tend to be higher to account for this.

Am I guaranteed to be recruited into my preferred region?

Due to candidate numbers and numbers of recruiting schools, it is not possible to guarantee that candidates will be recruited into preferred regions. However, where possible candidates will be recruited into one of their three choices but some may be offered a job outside of their preferred region.

How soon after being hired, will I be asked to relocate to England and begin teaching?

All teachers will begin teaching at the beginning of September 2017, although they will be required to arrive in England prior to this for training, this is likely to be in mid-August 2017.

Can I drive in England with a Spanish Driving Licence?

Yes, you can drive in England using a Spanish Driving Licence further information can be found [here](#).

Will I be able to visit my home country?

Yes, you will have the freedom to visit your home country during any of the holiday or summer breaks. Any travel costs will be your responsibility.

What social events or networks are in place for meeting and communicating with other teachers on the programme?

There will be opportunities for teachers on the programme to come together at key points, such as on arrival, to meet each other and network. There will also be a community of teachers on the programme and a forum to allow you to keep in touch, share experiences and organise social events. Further information will be provided to candidates in due course and as part of the pre-arrival pack.

Do I have an option of bringing my Dependents?

Yes, you are welcome to bring your dependant/s, the cost for this is your responsibility.

How does Britain's departure from the EU impact on my working in England? There has been no change to the rights and status of EU nationals in England as a result of Britain's decision to leave the EU. England remains a member of the EU throughout this process and until Article 50 negotiations have concluded.

WRITTEN PERMISSION PROFORMA

The Department for Education (DfE) in England has joined the Spanish Visiting Teachers Programme to recruit Spanish teachers to teach in schools in England. As part of the selection process, schools would like to see candidates carrying out a lesson but due to the logistics of arranging this, have requested that I provide a video recording of me teaching a classroom of students a lesson.

The DfE have requested that written permission is sought from the head teacher of the school in which I teach to ensure privacy laws are adhered to.

For data protection purposes, the DfE have advised that only the Department for Education (and its employees) and those schools that wish to recruit a Spanish teacher will have access to the video recording. The Department for Education will retain applications for as long as it is needed for the programme and for its own audit purposes. Personal information will not be provided to any third parties unless it is for the purpose of the programme or the Department is required to release it under UK law. Once it is no longer needed, we will securely destroy personal data collected as part of this programme.

Name of Candidate:

Application Number:

Current school name and address:

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I head teacher/principal

of the above school, give permission to the above candidate (for the Spanish Visiting Teachers Programme) to record him/her carrying out a lesson with students for the purposes as detailed above.

Signature of head teacher / principal:

Date:

Contact email address:

Telephone number:



Department for Education

Spanish Visiting Teachers Programme (England) – Privacy Notice

This guidance explains to candidates how information they provide to us will be used for the purposes of this programme.

Summary of programme

England is participating in the Visiting Teachers Programme to recruit teachers from Spain to teach Spanish in English schools for one year. In November 2016, the Spanish Ministry of Education, Culture and Sport examined applications from Spanish teachers to identify those who meet the minimum required criteria. These successful applications are then sent to us for further consideration.

What information is provided by the candidate and what happens to it?

Applicants complete a form to include their personal data, a curriculum vitae and other documentation relating to their qualifications. This is submitted to the Spanish Ministry of Education, Culture and Sport to identify suitable candidates. Information relating to these applicants is then passed to the Department for Education in England for the next stages of the programme. For the purposes of the UK Data Protection Act, the Department for Education then becomes the data controller for the personal data it receives as part of the programme.

Who else will see my application?

The Department for Education employs suitably qualified individuals from within the UK education sector (called Specialist Leaders of Education) to assess applications and select suitable candidates for interview. For the purposes of the UK Data Protection Act, these Specialist Leaders of Education are considered data processors working on behalf of the Department for Education.

Personal data relating to potential interviewees will be shared with interview panels. These panels are made up of professionals from the education sector, including head teachers and representatives from multi-academy trusts. For the purposes of UK data protection law, these panels will also be considered data processors working on behalf of the Department for Education.

Information appearing in successful applications, and any documentation or notes taken during successful interviews, will then be made available to participating schools for the purpose of considering the employment of these candidates. On receipt of this information, these schools then take responsibility for any personal data they receive as part of the programme.

How is my personal data stored?

Personal data received by the Department for Education will be securely stored in electronic format. It will only be used for the purpose of assessing the suitability of applicants expressing an interest in working in England as part of the Spanish Visiting Teachers Programme.

What happens to my personal data after completion of the programme?

The Department for Education will retain applications for as long as it is needed for the programme and for its own audit purposes. Personal information will not be provided to any third parties unless it is for the purpose of the programme or the Department is required to release it under UK law. Once it is no longer needed, we will securely destroy personal data collected as part of this programme.

What if I change my mind or have any questions?

If you change your mind about taking part in the programme, or have any questions, please email Spanish.vtp@education.gov.uk providing your name and application number. If you do not want to proceed with the programme, we will securely destroy your application if it has not already been shared with English schools. If we do this, you will be removed from the Spanish Visiting Teachers Programme.

If your application details have already been circulated to participating schools, you will need to inform them that you no longer want to take part in the programme if they contact you.

More information

The Spanish Visiting Teachers Programme (England) :

<https://www.gov.uk/guidance/spains-visiting-teachers-programme>

Department for Education:

<https://www.gov.uk/government/organisations/department-for-education>