



CALL FOR APPLICATIONS FOR A PERMANENT TEACHING POST AT THE VICENTE CAÑADA BLANCH SPANISH SCHOOL IN LONDON, UNITED KINGDOM

In compliance with the provisions of the Resolution of the Secretary of State for Public Service, July 30, 2002, by which criteria for the selection of employees overseas are established, it is agreed to organize a selection process in accordance with the following

PRINCIPLES AND REGULATIONS

1. General rules

- 1.1. Applications from qualified teachers willing to take part in the selection process for a permanent post as **Secondary Education Teacher**, who will develop and teach **Science (Biology and Geology)** lessons, are requested.
- 1.2. The post's duties, remuneration and other requirements are listed in Annex I.
- 1.3. The selection process will be carried out in two stages: preliminary merit assessment of the candidates and competitive examinations, both according to points included in Annex II.
- 1.4. Once the selection process is finished, successful applicants who have proven to meet the requirements, in a number up to the maximum of vacancies announced, will have their corresponding job contract formalised.

2. Eligibility requirements

- 2.1. In order to participate in the selection process, applicants must comply with the following general eligibility requirements, which must have been reached by the closing date for application submissions and maintained until formalisation of the job contract.
 - 2.1.2 *Age*: To be, at least, 16 years of age and not to exceed the maximum retirement age.
 - 2.1.2 *Qualifications*: To hold the academic degree or qualifications indicated in Annex I, or an officially recognised equivalent.
 - 2.1.3 *Functional Compatibility*: To possess the functional capacity to perform the job.

- 2.1.4 *Clean record:* Not to have been subject to disciplinary sanction or disqualified to work in any government or constitutional or statutory bodies of the governments of the Autonomous Regions, or to be disqualified for public office jobs by court order in Spain. In the case of nationals from other countries, not to have been disqualified or subject to disciplinary sanction or equivalent, preventing the candidate access to public employment in his or her country.
- 2.1.5 *Other requirements:* Candidates whose mother tongue is not English must prove that their English language proficiency is at level C2 of the European Framework of Reference for Languages of the Council of Europe. Certificates need to be issued by an internationally recognised language testing body
- 2.2. Applicants who are citizens of a non-European member state must be in possession of the necessary permit or authorization to live and work in the United Kingdom of Great Britain and Northern Ireland on the start date of the provision of services.

3. Applications

- 3.1. In order to participate in this selection process, candidates must fill in the form in Annex III. Application forms are also available at Vicente Cañada Blanch Spanish School, 317 Portobello Road, W10 5SZ and at the Spanish Embassy Education Office, 20 Peel Street, London W8 7PD, as well as on the following website: www.educacion.es/exterior/uk.
- 3.2. Applications can be submitted at any of the above addresses within 10 calendar days after the publication of this notice. They can also be addressed to: Instituto Español Vicente Cañada Blanch, 317 Portobello Road, London W10 5SZ.
- Applications not submitted on or before the closing date of the notice or in a non-standard format will regretfully be excluded from the selection process.
- 3.3. Applications will be accompanied by the following documents:
- A photocopy of the Identity Card or Passport; the applicant's CV, and supporting documentation of the merits that the applicant wishes to be considered in the preliminary merit rating stage.
 - A photocopy of the academic degree or qualification held by the applicant, as indicated in Annex I, or an officially recognised equivalent.
 - A photocopy of the Language Proficiency Certificate in English at level C2 of the Common European Framework of Reference for Languages of the Council of Europe for applicants whose native language is not English.
 - Applicants who fail to submit these documents will regretfully be excluded from the selection process.
- 3.4. Any errors in the application may be corrected ex officio or at the applicant's request at any time.

4. Admission of applications

- 4.1. After the closing date for the submission of applications, the Counsellor of Education of the Embassy of Spain will publish the list of accepted and excluded applicants in alphabetical order, indicating their ID or Passport number and stating the reasons for exclusion, where applicable. There will be a period of five working days from the day following the publication of the list for excluded applicants to appeal and make up for the defect which might have originated their exclusion or omission. This list will be published at least at the school where the job is offered. This document will also announce the place, date and time where the first part of the examinations will take place.
- 4.2. After the said five-day period, any amendments made to the previous list will be published in the same manner.

5. Selection committee

- 5.1. The committee responsible for the selection process is listed in Annex IV.
- 5.2. In accordance with article 14 of the Spanish Constitution, the committee will safeguard the strict compliance with the principle of gender equality. The committee will also be responsible for the consideration, verification and evaluation of all issues raised during the proceedings, adopting any justified decision accordingly.
- 5.3. The members of the selection committee shall abstain from intervening in the following cases:
- Having a personal interest in any matter being dealt with, or being in a legal dispute with any of the applicants.
 - Being related by consanguinity in the fourth degree or by affinity in the second degree, as defined by Spanish law, with any of the applicants.
 - Having a relationship of close friendship or manifest enmity with any of the applicants.
 - Having coached applicants for this selection process in the last five years.
- 5.4. Applicants may be able to disqualify any members of the selection committee if any of the above circumstances occurs.
- 5.5. For communication purposes, the selection committee will be located at Vicente Cañada Blanch School, 317 Portobello road, London W10 5SZ, tel. 0044 (0) 208 9692664, e-mail canada.blanch.uk@mecd.es

6. Selection process

- 6.1. The list of applicants, indicating the provisional merit points they have been awarded, will be made public at the site or sites where the examinations will be held, as well at the address cited in the previous paragraph. The applicants will have five working days to make allegations against it. Once that period is over, the selection committee will publish the final list.
- 6.2. The examinations (Stage 2) will then be announced. Applicants who do not sit the examinations will be excluded from the process.
- 6.3. A list of the applicants that have passed the examinations, including their scores, will be made public at the addresses specified in paragraph 6.1.
- 6.4. The selection committee may require proof of identity of the applicants at any time during the process. It may also propose the exclusion of any applicants who do not meet the requirements for the post, after hearing them.

7. After the selection process

- 7.1. Once all the stages of the selection process have been completed, the president of the selection committee will submit the list of the candidates that have obtained the minimum required points to the competent authority. The candidates will appear in order of the total points scored. The list will be published at the school site, and at any other sites considered appropriate. The candidates who have obtained the highest scores, in a number not higher than that of the posts announced, will have eight working days to provide documentary proof of the requirements for each of the posts.
- 7.2. The number of contracts signed will not be higher than the number of vacancies announced.
- 7.3. The selected teachers will not have the right to receive any remuneration until the contracts have been signed.
- 7.4. The hired teachers will have a three-month probation period, during which they will be evaluated by the head teacher of the school.
- 7.5. If the selected candidate does not provide the required documentation within the established period of time, does not comply with the requirements, withdraws, or has an unfavourable evaluation, the post will be assigned to the next candidate in the list.
- 7.6. The contract will comply with the employment legislation of the United Kingdom.

8. Final rule

This public application process, as well any administrative procedures derived from it, or from the activities of the selection committee, may be invalidated in accordance with the applicable Spanish legislation.

In Madrid, 22 of May 2013

THE MINISTER FOR EDUCATION, CULTURE AND SPORTS,

P.D Orden ECD/ 465//2012, de 2 de marzo (BOE de 9 de marzo)

THE SUBSECRETARY,

Fernando Benzo Sainz

ANNEX I
VACANCIES

Professional Status: Secondary School Teacher

<i>Number of posts</i>	<i>Academic requirements</i>	<i>Duties</i>	<i>Total Gross Salary</i>	<i>Terms</i>
1	<p>Master's degree in Natural Science, Science, Biology or Geology, Environmental Science, Marine Science, Biochemistry, Pharmacy, Medicine, Veterinary, Agricultural Engineering, Forestry, Mining Engineering, any university degree combined with a technical engineering degree, or equivalent degrees related to the listed engineering degrees, or other university degrees if one part of the study programme of any of the listed degrees has been passed, according to the characteristics and speciality of the post, as specified in part 1 of the call.</p> <p>PGCE (post graduate certificate in education), <i>Máster en Formación del Profesorado de Educación Secundaria Obligatoria y Bachillerato</i>, or equivalent.</p> <p>English as mother tongue or English as foreign language accreditation C2 Level of the Common European Framework of References for Languages of the Council of Europe.</p>	<p>Planning, developing and delivering the curriculum in English.</p>	£29,656.67 p.a.	PERMANENT

ANNEX II

SELECTION PROCEDURE (*CONCURSO OPOSICIÓN PERSONAL LABORAL*)

The procedure will consist of two stages: “*Concurso*” (preliminary) to assess the candidate’s application and “*Oposición*” (secondary) for candidates to perform job-related tasks.

1. CONCURSO (*preliminary stage*)

Only candidates with the best results in this stage will be able to continue to the next stage.

There are a maximum of 20 merit points. Please note that all the criteria upon which the primary selection will be based (level of qualifications, length of professional experience) must have been reached by the closing date of the vacancy notice.

- **Professional merits:** Experience in similar teaching posts, certifiably documented.

1.6 points per each six-month-period.

Maximum: **16** points

- **Academic merits:** Job-related courses, degrees and other useful knowledge and skills.

Maximum: **4** points.

The selection body will determine the minimum score required to pass this stage.

1. OPOSICIÓN (*secondary stage, for candidates who have passed the preliminary stage*)

This stage consists of two parts:

- **Written summary in English** of no more than three pages about the tasks and activities of a secondary school English teacher, including, at least, teaching strategies and guidelines for lesson planning in the subject (Science) (max **10** points).
- **Reading and oral presentation** of the written summary. After the reading, the selection committee may ask questions regarding the applicant’s knowledge of the post, as well as other questions related to the candidate’s relevant work experience (max **10** points).

A minimum of 5 points is required in each part and the total score will be the sum of both.

In case of a tie, placing will be determined according to:

- Highest score in stage 2.
- Highest score in stage 1.
- Highest score in stage 1 Professional merits

Necessary measures will be taken for applicants with disabilities. State any disabilities when applying to provide appropriate adaptations.

**ANNEX III
APPLICATION FORM**

POST: PRIMARY SCHOOL TEACHER

LOCATION: LONDON

PERSONAL DETAILS

SURNAME.....		
FIRST NAME.....		
PASSPORT NUMBER.....		
ADDRESS.....		
.....		
COUNTRY.....	PLACE OF BIRTH.....	NATIONALITY.....
TELEPHONE.....		DATE OF BIRTH.....
DISABILITY (if applicable)		
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Appropriate adaptation (if applicable)		

PROFESSIONAL DETAILS: Current job (position, length of time, company, location)

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ACADEMIC CREDENTIALS

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ENGLISH C2 CREDENTIALS (for candidates whose mother tongue is not English)

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PROFESSIONAL MERITS

Identical Experience		
Position	Company	Length (months, days, years)
Similar Experience		
Position	Company	Length (months, days, years)

OTHER ACADEMIC MERITS

Diplomas
(Courses, seminars, knowledge and skills)

Place _____ Date _____
(Signature)

ANNEX IV
SELECTION COMMITTEE
MEMBERS

CHAIR: M^a Isabel Martínez López, secondary school teacher and principal of Instituto Español Vicente Cañada Blanch (IEVCB).

SECRETARY: Idelfonso Pregiguero Sánchez, secondary school teacher and secretary of IEVCB.

MEMBERS:

Gilberto Terente Fernández, secondary school teacher and education advisor in the Consejería de Educación.

Montserrat Barrachina Ibáñez, secondary school teacher at IEVCB.

Jean Black, teacher at IEVCB.

ALTERNATE

CHAIR: Carlos Rodríguez López, secondary school teacher and head of studies at IEVCB.

SECRETARY: María Josefa Serrano Bericat, senior secondary school teacher at IEVCB.

MEMBERS:

Francisco García-Quiñonero Fernández, secondary school teacher and education advisor in the Consejería de Educación.

Vicente Rodríguez San Martín, secondary school teacher at IEVCB

Caroline Money, teacher at IEVCB.