

# King's College

## *The British School of Murcia*

### **Recruitment Pack**

ACADEMIC YEAR 2018 - 19

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## Headteacher's Welcome

Dear Candidate,

Let me take this opportunity to thank you for your interest and in our wonderful school.

This pack contains information pertaining to the school and seeks to augment the content of our website. Even so much of the information contained herein, can be found at <http://murcia.kingscollegeschools.org/>

Please do take time to read through this pack, and our website, when submitting your application. I trust you will find them both informative and useful in making your decision and good luck!

Yours faithfully,



Stefan Rumistrzewicz

## Our Vision & Mission

### **Our Vision is to be at the forefront of British Education Internationally**

Our mission is to provide high quality British education that delivers a transformative learning experience to all our pupils.

Engaging and effective teaching based on our core values and the best, most up-to-date UK educational practice enables children at our schools to achieve their academic ambitions and lifetime careers. At the same time we nurture their individual talents and emphasise the importance of educating the whole child with attention to their physical, emotional and social development.

We are determined to make a positive difference to the future of our pupils and their families, the careers of our staff, as well as contributing to the wider community.

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# Job Vacancy

## JOB DESCRIPTION

Job Title: Primary Class Teacher

Responsible to : Head of Key Stage thence Head of Primary

Job Purpose:

- Implement and deliver the UK National Curriculum and/or Foundation Stage Curriculum, according to the age, aptitude and abilities of the pupils being taught;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and members of the Board of Directors.
- Ensure that the prevailing conditions of employment for school teachers at King's College are met.

## Responsibilities and Duties

### Curriculum

- Plan, prepare and deliver schemes of work in accordance with school policies and guidelines;
- Maintain a working knowledge of National Curriculum documents;
- Maintain records of pupils' progress including all statutory documents required by the UK Department for Education or the Spanish Ministry of Education;
- Ensure that planning, preparation, recording, assessment and reporting meet the varying learning and social needs of each child;
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- Be able to set clear targets, based on prior attainment for pupils' learning;
- Provide a stimulating classroom environment in which to foster effective teaching and learning, and where resources can be

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accessed appropriately by all pupils. (This includes corridor areas immediately adjacent to the classroom);

- Monitor progress and effectiveness of class work and evaluate and modify as necessary;
- Report to parents on the development, progress and attainment of pupils;
- Support initiatives decided by the Board, Headmaster, Heads of Department and staff;

#### Pastoral

- Be aware of the physical and emotional well-being of pupils and the need to respond to particular situations;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour and uniform policies;
- Communicate and cooperate with specialists and/or outside agencies, e.g. school nurse, educational psychologist;

#### Administration and organisation

- Understand and implement:
  - Regulations and correct procedures relating to attendance registers
  - Emergency and evacuation procedures
  - Health and safety policies
  - Playtime and lunchtime supervision
  - All curriculum policies
  - Any other organisational policies or agreed procedures or guidelines;
- Administer, supervise and, where necessary, assess the appropriate NC tests;
- Conduct standardised or other tests when required and document pupils' performance;
- Participate, when required, in the assessment of potential new students according to the King's College admissions process;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Liaise with colleagues to enable satisfactory transfers of children within the school, or to and from other schools;
- Support major school events;
- Lead or participate in school visits and extra-curricular activities wherever possible;
- Lead and supervise support staff, voluntary helpers or students within the classroom;
- Participate in the performance management system for the appraisal of their own performance or that of other teachers;



- Attend and participate in training days;
- If the teacher speaks Spanish, they may be asked to assist with translation or interpreting, when required;
- Undertake any other reasonable requests by the Head or other line manager.

*This job description acts as a guideline; it is not a catch all for every situation that a teacher will find themselves in. There is a need to be flexible to carry out tasks that will facilitate the right environment and contribute to the overall welfare and strength of the school.*

#### START DATES

Monday 27th August 2018

Tuesday 28th August 2018 - Friday 31st August

Monday 3rd September 2018

New Staff INSET day

Whole Staff INSET

Start of term

## About our school

#### OVERVIEW

##### King's Group

The original King's College, Madrid (in Soto de Viñuelas) was founded over 40 years ago in 1969. Further King's schools opened up in both Madrid (King's Infant School, King's College School La Moraleja) and outside Madrid (Alicante and Murcia) as well as in the UK, St. Michael's College in Tenbury Wells. The newest addition in Panama opened in September 2012.

##### King's College, Murcia

The school opened in 2007 as a joint project between King's Group and Polaris World and is now owned, outright, by the King's Group.

The school is two form entry from Pre-Nursery to Year 8 and currently one form entry in all years above that, with plans to expand to two form entry throughout the school. The school is very popular and has a growing reputation internationally. The overall roll is expected to reach 750 in the next few years and is currently just under 565.

King's College, Murcia is one of the newest of Spain's King's Group

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Schools work in close collaboration with the other King's Schools in Madrid and further afield. All teachers within the Group work collaboratively to ensure continuity of good practice as children progress through the various schools.

The Headteacher of King's College, Murcia is a member of the King's Group Schools' Academic Sub-committee and meets with the other Headteachers, Chairman and General Manager every month to ensure quality assurance and standardisation of policies and procedures.

The school has a thriving and competitive House system and pupils are encouraged to get involved in the many house competitions during the year. These include intellectual and sporting activities, as well as public performance.

Many pupils travel to school on one of our excellent school buses, with pupils coming from all over the province of Murcia and into Alicante Province. This makes it all the more important that we work hard to provide a warm and welcoming environment for our pupils and their families.

## **Location**

King's College Murcia is located approximately 20 minutes' drive from the centres of both Murcia and Cartagena and 10 minutes from the airport and only an hour from Alicante Airport. Both Murcia and Cartagena are modern, friendly cities with many cultural and recreational facilities with easy travel links to other major Spanish cities.

The school also benefits from the Mediterranean climate and there are many beaches and nature walks in the immediate area. The majority of new staff live either on one of the local resorts or one of the seaside towns.

## **SCHOOL CURRICULUM**

Pupils at King's College, Murcia follow the British curriculum alongside, for Spanish pupils, obligatory parts of the Spanish curriculum. As well as the full range of National Curriculum subjects, pupils from Reception also study Spanish Language and Spanish History and Geography from Year 2 until Year 11.

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The Early Years Department, consisting of Pre-Nursery, Nursery and Reception, follows the EYFS. The National Curriculum is taught throughout Key Stages 1, 2 and 3. There are Induction English Classes for children over the age of 5 who need to improve their English. There are also Beginners' Spanish Classes for international children joining the school. All pupils learn Spanish and are taught by Spanish qualified staff..

In Key Stage 4 pupils study for I/GCSEs, and go on to study for A Levels in Years 12 and 13. Those pupils who wish to go on to higher education in Spain usually follow an additional programme of Complementary Studies in Spanish, to fully prepare them for courses at Spanish universities.

Music and Drama form an important part of the extra-curricular programme and throughout the school year there are shows and concerts and also weekly choir practices. We encourage all pupils from an early age to explore their capabilities in the areas of music and the arts.

Sports play an important role at the school and pupils are encouraged to take part in tournaments and local competitive events, in addition to their normal PE classes. School football and cricket teams compete against other schools and pupils also take part in inter-school championships in athletics, swimming both in Spain and abroad through COBIS.

High priority is afforded to keeping teachers up to date with UK educational developments through training sessions and an annual King's Professional Development Conference.

#### **OUR STAFF**

All teachers at King's College schools are native British and/or British trained. We hire teachers who are passionate about their subject, who take pleasure in seeing their pupils develop and who are dedicated in their role.

#### **OUR PUPILS**

Our pupil body is almost 80% Spanish, with approximately 18% British and the rest other nationalities including Russian, Korean and Chinese.

#### **ACADEMIC RESULTS**

The end result of what we do here in our school daily, is prepare children to become young adults and eventually go onto university and the wider world. Although your child may join us in Nursery or Reception, understanding where they are headed can help families to see the full picture of what a King's education has to offer their family.

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## Results in brief:

### IGCSE Results 2017

- Pass rate: 100%
- 5A\*-C: 90%
- A\*-A: 41%

### A Level Results 2017

Our A-level cohorts are still relatively small as the school continues to grow. Therefore results have varied from year to year. Even so, here are last year's results:

- Pass rate: 96%
- A\*-C: 67%
- A\*-A: 37%

### UNIVERSITY DESTINATIONS

The school has a very experienced Careers and University entrance Advisor, who offers pupils extensive help and advice when applying for Higher Education, whether in the UK or in the rest of the world. One hundred percent (100%) of Year 13 leavers gain a place at a university. Generally, universities look most favourably upon applications from schools such as ours, as they appreciate that the multi-cultural, multi-lingual nature of our students will enrich their undergraduate life.

As mentioned above, our cohorts are still relatively small as the 6th Form continues to grow, and so our pupils go to a variety of destinations including the UK, Spain and the US.

For a full breakdown of our most recent University Destinations, please visit our website:

<http://murcia.kingscollegeschools.org/academic/university-destinations/>

### OUR FACILITIES

Our facilities here at KCM are undoubtedly the best in the region, with tennis courts, Science labs, a dance studio, large sports hall, 7-a-side football pitch to name but a few.

For further information please do visit our website:

<http://murcia.kingscollegeschools.org/>

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## OUR PARTNERSHIPS

King's College Murcia is the only British School in Murcia currently inspected by the Independent Schools Inspectorate (ISI) of England, a statutory body approved by the British Government for the inspection of independent schools. Standards are rigorous and inspection reports are regularly published.

King's College Murcia is also an accredited member of COBIS (*The Council of British International Schools*), which is a constituent member of the Independent Schools Council of England. As a member of COBIS, King's College Murcia is now subject to full UK inspections carried out by Inspectorates such as the Independent Schools Inspectorate (ISI) and regulated by OFSTED (the Office for Standards in Education) and the Department for Education. By virtue of its full British Inspection and Accreditation, the Spanish Ministry of Education has authorised King's College Murcia as a British School in Spain.

The school is an official examination centre for the **Edexcel and AQA International General Certificate of Secondary Education** (I.G.C.S.E.) examinations, and for the Edexcel/AQA General Certificate of Education Advanced Level (G.C.E. "A" Level) examinations. It is also the Murcian examination centre for the *Associated Board of Royal Schools of Music* examinations as well as the *London College of Music* examinations .

**King's College Murcia is also a member of:**

**NABSS** (National Association of British Schools in Spain)

**CICAE** (Asociación de Colegios Privados e Independientes - Circulo de Calidad Educativa)

## SAFEGUARDING CHILDREN

KCM is committed to the safe keeping, protection and nurturing of children, with respect for their wishes and feelings. We will therefore:

- Establish and maintain an environment where children feel safe and secure, are encouraged to talk, and are listened to.
- Ensure adults are appropriately trained in good practice and follow clear guidelines of conduct with children and other adults.
- Develop our safer recruitment practice in checking the suitability of adults and volunteers to work with children in line with KCS Safer Recruitment Policy.
- Include opportunities in the PSHE/SRE curriculum for children to develop the skills they need to recognize and stay safe from abuse, and to understand the appropriate behaviour that relatives, friends, and strangers may demonstrate towards children.
- Ensure children receive guidance on how they can deal with the behaviour of others that gives them cause for concern and know that there are adults in the school whom they can approach if they are worried.

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- Clarify the procedures for identifying and reporting cases or suspected cases of abuse or neglect.
- Support pupils who have been abused/neglected in accordance with an agreed child protection plan.
- Enable parents to recognize that the school is a caring establishment where they too can seek support and advice in matters relating to safeguarding children.

## Applying to work at our school

### APPLICATION PROCESS

Candidates wishing to apply for this post are invited as soon as possible to send the completed King's College application form to [kings@compassteaching.com](mailto:kings@compassteaching.com).

Receipt of your application will be acknowledged within two working days.

Please do not send any documents other than the application form. Additional information should be included in the space allocated in the application form.

### SUBMISSION DEADLINE

- Closing date: 12th January 2018
- *Invitation to initial Skype Interview\**: W/b 8th January 2018
- London Interview dates: Mon 22nd Jan to Thurs 25th Jan inclusive.

\*Pending Application review

### HELP & SUPPORT

For a confidential discussion on any aspect of this vacancy, or should you have any questions please contact [tom@compassteaching.com](mailto:tom@compassteaching.com) for more information.

### OTHER USEFUL LINKS

If you would like to learn more about our Group or our schools, we would encourage you to visit:

- [www.kingsgroup.org](http://www.kingsgroup.org)
- [www.kingscollegeschools.org](http://www.kingscollegeschools.org)

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