



## **Primary Class Teacher Candidate Information Pack**

*Helping every child to excel and enjoy learning.*

British International School  
Estepona · Spain

[www.mayfairschool.es](http://www.mayfairschool.es)

Dear Applicant,

Thank you for your interest in joining Mayfair.

Choosing a school is about far more than accepting a job. It is about finding a community whose values align with your own; a place where you feel supported and inspired to do your very best work.

When families first visit Mayfair, they often comment on the atmosphere before anything else. They notice that students speak confidently, that everyone knows one another by name, and that there is a genuine sense of calm and warmth throughout the school. As teachers, we know that environments like these do not happen by chance. They are created through strong relationships, high expectations and a shared commitment to doing what is right for every child.

At Mayfair, we believe education should help young people become not only successful learners, but confident, curious and compassionate individuals. Academic achievement is something we are immensely proud of, but it is only one part of our purpose. Every decision we make is guided by our commitment to helping every child excel and enjoy learning.

We are proud to be a close-knit international school representing more than thirty nationalities. Our teachers build meaningful relationships with students and families, creating the conditions in which children flourish both academically and personally.

As a teaching team, we are deeply committed to evidence-informed practice and continuous professional growth. Education continues to evolve, and we believe schools should continue learning too. We encourage professional curiosity, collaborative reflection and engagement with educational research, creating a culture where teachers are supported to refine their practice throughout their careers.

Above all, Mayfair is a community. We celebrate success together, support one another through challenges and recognise that exceptional schools are built by exceptional people working together towards a shared vision.

If you are passionate about inspiring young people, committed to high standards and excited by the opportunity to contribute to a warm and ambitious school, we would be delighted to receive your application.

Thank you for considering Mayfair. I hope this Candidate Information Pack gives you a genuine insight into who we are, what we value and what it means to be part of our school. I look forward to learning more about you and wish you every success with your application.

Kind regards,

Emma-Maria Robertson  
Head of School

## ABOUT MAYFAIR

Mayfair is a British International School located on the Costa del Sol, providing an education for children from Early Years through to Sixth Form. As a Cambridge International School, we combine the academic rigour of the British education system with the rich opportunities offered by an international institution.

Our vision is simple: to help every child excel and enjoy learning. We believe that education should develop not only knowledge and academic success, but also confidence, curiosity, resilience and character. Every member of our community is encouraged to strive for excellence while developing a lifelong love of learning.

Today, our school brings together families from more than thirty nationalities. This diversity is one of our greatest strengths, creating an environment where students learn to respect different perspectives, communicate across cultures and develop into compassionate global citizens.

Relationships are at the heart of everything we do. We believe children learn best when they feel safe, valued and supported, and we work in close partnership with families to provide the encouragement, challenge and care each learner needs to flourish.

As a school, we are equally committed to the growth of our staff. We believe that great schools are built by teachers who continue to learn, reflect and refine their practice. Professional development, collaboration and evidence-informed decision-making are embedded within our culture, ensuring that we continue to evolve as education evolves.

At Mayfair, we are more than a school. We are a community united by high expectations and a shared commitment to helping every child achieve their potential.

## WHY JOIN MAYFAIR?

At Mayfair, we are committed to creating an environment where both students and staff can flourish. We believe that great schools are built by great teachers, and that great teachers continue to learn throughout their careers. We foster a culture of collaboration, reflection and evidence-informed practice, where professional growth is part of everyday school life.

**A Culture of High Expectations** - We believe every child is capable of success. Our classrooms are built upon high expectations, positive relationships and a commitment to helping every learner achieve their potential. We expect excellence, while recognising that kindness, respect and wellbeing are fundamental to outstanding education.

**A Commitment to Professional Growth** - Learning does not stop when you become a teacher. Professional learning is embedded within life at Mayfair. Through evidence-informed discussion and regular in-house CPD, we encourage teachers to reflect, share ideas and continually develop their practice. As our school continues to grow, we remain committed to expanding opportunities for professional learning whenever possible.

**An International Student Body** - Our students come from more than thirty nationalities, creating a vibrant and diverse learning environment. Working in an international school provides opportunities to broaden perspectives, celebrate different cultures and prepare young people for an increasingly connected world.

**Collaboration and Community** - We believe schools are strongest when people work together. Teachers support one another, share ideas and celebrate successes together. We value open communication, teamwork and mutual respect, creating a positive working environment where everyone feels part of the wider school community.

**A Beautiful Place to Live and Work** - Located on the Costa del Sol between Marbella and Estepona, Mayfair offers an exceptional quality of life alongside a rewarding professional career. With over 300 days of sunshine each year, excellent transport links and access to beaches, mountains and vibrant local communities, it is an inspiring place to live, work and explore.

**Make a Meaningful Difference** - At Mayfair, every member of staff contributes to shaping the experiences, opportunities and futures of the young people in our care. We are looking for teachers who are passionate about education, committed to continual improvement and excited to become part of a team that believes every child deserves the opportunity to excel and enjoy learning.

## ROLE SUMMARY

|                      |                                                                                                                                                                                                                                                                                                                        |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title            | Primary Class Teacher                                                                                                                                                                                                                                                                                                  |
| Reports To           | Primary Coordinator                                                                                                                                                                                                                                                                                                    |
| Contract             | Full-time, Permanent                                                                                                                                                                                                                                                                                                   |
| Location             | Estepona, Málaga, Spain                                                                                                                                                                                                                                                                                                |
| Salary               | Competitive, dependent upon qualifications and experience                                                                                                                                                                                                                                                              |
| Start Date           | End of August 2026 (or by agreement)                                                                                                                                                                                                                                                                                   |
| Application deadline | Applications will be reviewed on a rolling basis until the position is filled. Early applications are encouraged.                                                                                                                                                                                                      |
| Interview process    | Shortlisted candidates will normally be invited to two interviews: a competency-based interview and a second interview focusing on educational values, professional philosophy and suitability for the role. Where possible, candidates will also complete a teaching activity as part of the selection process.       |
| Application          | Please complete the Application Form, including your supporting statement, and upload your CV and any supporting documentation.                                                                                                                                                                                        |
| Safeguarding         | Mayfair is committed to safeguarding and promoting the welfare of children. All appointments are subject to satisfactory references, identity and qualification checks, enhanced criminal record checks (or overseas equivalents), proof of eligibility to work in Spain and all other safer recruitment requirements. |

## THE OPPORTUNITY

Joining Mayfair is an opportunity to become part of a collaborative and ambitious school where relationships, high expectations and evidence-informed practice are at the heart of everything we do.

As a Primary Class Teacher, you will play a central role in shaping learners' academic, personal and social development during some of the most important years of their education. You will create a calm, purposeful learning environment in which students feel known, supported and challenged to achieve their full potential.

Working closely with colleagues, specialist language and PE teachers and families, you will deliver an engaging and well-sequenced curriculum while acting as the primary pastoral lead for your class. The role combines high-quality classroom practice with a deep commitment to children's wellbeing, recognising that learning, behaviour and personal development are closely interconnected.

|                                                   |                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Teaching and Learning</b>                      | You will plan and deliver engaging lessons across the Primary curriculum, adapting teaching to meet the needs of all learners. Through effective assessment, questioning and feedback, you will create a classroom culture that promotes curiosity, independence, respect and high expectations. |
| <b>Curriculum and Class Provision</b>             | You will ensure continuity and progression across the curriculum, work collaboratively with specialist language and PE teachers and contribute to curriculum development and enrichment opportunities that enhance students' learning experiences.                                               |
| <b>Pastoral Care and Personal Development</b>     | As the primary pastoral lead for your class, you will support learners' wellbeing, behaviour and personal development, helping them to develop resilience, confidence and positive learning habits while maintaining strong relationships with families.                                         |
| <b>Assessment, Reporting and Communication</b>    | You will monitor progress, maintain accurate records, prepare reports and communicate regularly with parents and colleagues to ensure every child receives the support and challenge they need to flourish.                                                                                      |
| <b>Professional Growth and Wider Contribution</b> | You will actively engage in professional learning, collaborate with colleagues, contribute to school events and enrichment activities, and play a full part in the wider life of the Mayfair community.                                                                                          |

## WHO WE'RE LOOKING FOR

We're looking for a teacher who believes that every child deserves the opportunity to excel and enjoy learning.

You don't need to have experience in every aspect of the role - we recognise that great teachers continue learning throughout their careers. What matters most is your commitment to high-quality teaching, your willingness to reflect on your practice and your enthusiasm for contributing to our school.

Every member of the Mayfair Team is expected to:

- place the wellbeing and safety of children at the centre of every decision
- understand their safeguarding responsibilities and act upon concerns without delay
- demonstrate integrity, professionalism and sound judgement
- contribute positively to an inclusive, respectful and supportive school culture
- uphold the values and reputation of Mayfair at all times.

We're particularly interested in teachers who:

- are passionate about inspiring students and nurturing a lifelong love of learning
- have high expectations of themselves and their learners
- build positive, professional relationships with students, families and colleagues
- are reflective practitioners who engage with educational research and evidence-informed practice
- enjoy working collaboratively and sharing ideas with others
- embrace professional development and continually seek to refine their practice
- are willing to contribute to the wider life of the school, including enrichment activities and school events.

As a member of the Mayfair Team, you will:

- attend staff meetings, professional development sessions and school events
- work collaboratively with colleagues to share effective practice
- contribute to educational visits, activities and enrichment opportunities
- lead one after-school enrichment club each week
- uphold the values, policies and safeguarding responsibilities of the school.

## DIVERSITY, EQUITY AND INCLUSION

At Mayfair, our diversity is one of our greatest strengths. Our school brings together students, families and staff from many different nationalities, cultures, languages and backgrounds, creating a rich and vibrant environment in which everyone has the opportunity to learn from one another.

We believe that every child and every member of staff deserves to be treated with dignity, respect and fairness. We are committed to creating an inclusive school culture where differences are valued, individual identities are respected and everyone feels safe, welcomed and able to thrive.

We are ambitious for every learner and recognise that inclusion means more than equal access. It means providing the support, challenge and opportunities that enable every individual to achieve their potential.

As a member of the Mayfair team, you will be expected to:

- promote an inclusive and respectful learning environment;
- value and celebrate the diversity of our international community;
- demonstrate fairness, empathy and professionalism in your interactions with students, families and colleagues;
- challenge discrimination, prejudice and inappropriate behaviour whenever it arises; and
- contribute to a culture where everyone feels known, valued and supported.

We welcome applications from suitably qualified candidates regardless of age, disability, gender, gender identity, marital status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Selection decisions are made on merit, experience and a commitment to the values and ethos of Mayfair.

Our international community is strengthened by the diversity of the people within it. We believe that different perspectives, experiences and cultures enrich learning for everyone.

## SAFEGUARDING

At Mayfair, safeguarding is at the heart of everything we do. Every member of staff has a shared responsibility to create an environment where children feel safe, respected, valued and able to thrive.

We are committed to fostering a culture of vigilance, professionalism and care, where concerns are recognised early, acted upon appropriately and always placed in the best interests of the child. Safeguarding is not the responsibility of one individual or department; it is an integral part of every role within our school community.

We expect all staff to uphold the highest standards of professional conduct, maintain appropriate professional boundaries and contribute to a culture where student wellbeing is everyone's responsibility.

Mayfair is committed to safer recruitment and follows robust procedures designed to protect children and young people.

Any offer of employment will be subject to the successful completion of pre-employment checks, which include:

- Two satisfactory professional references (including your current or most recent employer).
- Verification of identity.
- Verification of qualifications and professional status.
- Verification of your right to work in Spain.
- Enhanced criminal record checks appropriate to your country of residence and employment history.
- Overseas police certificates where applicable.
- Verification that you are not prohibited or disqualified from working with children.
- A declaration regarding any relevant criminal convictions or investigations.
- A recent Certificado de Delitos de Naturaleza Sexual (or equivalent safeguarding clearance where applicable).
- Any additional checks required under Spanish legislation or school policy.

Employment will only be confirmed once all required checks have been completed satisfactorily.

Safeguarding is a shared commitment, and every member of staff plays a vital role in ensuring that every child is known, protected and supported.

## READY TO APPLY?

Thank you for taking the time to learn more about Mayfair.

We hope this Candidate Information Pack has given you an insight into our school, our values and what it means to teach at Mayfair.

If you share our commitment to helping every child excel and enjoy learning, we would be delighted to receive your application.

Our recruitment process has been designed to give every candidate the opportunity to demonstrate not only their experience and qualifications, but also their values, professional judgement and commitment to safeguarding. We encourage applicants to complete each section of the application form thoughtfully and in their own words.

As part of the application process, you will be asked to:

- Complete the [Mayfair Application Form](#).
- Upload your current CV.
- Provide details of your qualifications and employment history.
- Supply details of two professional referees, including your current or most recent employer.
- Complete our safeguarding and declaration questions.
- Upload any supporting documentation requested.
- Submit a supporting statement outlining your experience, educational philosophy and why you would like to become part of our team.

Applications are reviewed on a rolling basis, and early applications are encouraged. We reserve the right to close vacancies once a suitable candidate has been appointed.

We look forward to learning more about you and wish you every success with your application.