



Application Process for a Secondary Teaching role at Laude San Pedro International College

Thank you for your interest in a teaching role at Laude San Pedro International College. We look forward to receiving your application. Please see below the process that we go through when selecting a candidate to join our school.

1. Application Form

Prospective candidates must complete and submit an application form via the TES Portal, providing detailed information about their qualifications, teaching experience, and professional background. This form helps us assess initial suitability for the role. Please note that your application must include all jobs that you have held and any gaps in your career explained.

2. Online Interview

Shortlisted candidates will be invited to an online interview with at least two members of our leadership team. The norm will be our Head of Secondary and the relevant Head of Department along with our Head of HR. This stage allows us to discuss your experience, teaching philosophy, and suitability for the position while providing an opportunity for you to ask questions about our school. Remember that this stage is just as important for you as it is for us. You will want to know if our philosophy and vision matches yours.

3. 2nd Face to Face Interview or Lesson

Selected candidates will be invited for a second stage, which can take a number of forms depending on your current location in the world and the time of the year that your application is made.

- If you are living locally to the school and your application has taken place in term time, we may invite you to teach a lesson in school. This provides the chance for you to tour our facilities and meet the students / staff.
- If you live locally and your application has taken place outside of term time, we may still invite you in for a face to face meeting but there would not be the opportunity for teaching. We may replace this with a discussion of how you would teach a particular topic or theme.
- If you live further afield and it would be difficult to visit the school, we may ask for you to record a lesson (without students in the video for safeguarding reasons). We would ask you to reflect on the lesson and then send both the video and your reflections over to us.

This step enables us to observe your teaching approach and interaction with students while giving you a chance to experience our school environment.

Following Step 3, we would be ready to make an offer of employment. Subject to steps 4 and 5 being completed.

4. Reference Checks

We will conduct thorough reference checks with previous employers or professional contacts to verify your experience, teaching effectiveness, and suitability for our school community. As part of your application, you would need to provide references for any jobs you have held in the last 10 years. If these are satisfactory then we continue with the process. At this stage you would also be required to provide copies of your certificates stated in your application form so that they can be added to your HR file.

5. Child Protection Certificates and Visas

In line with Child Protection Protocols, we require all potential employees at the school to have a full background check. To this end, you would be required to provide a police check covering any country you have lived in for 6 months or more in the last 10 years. If this time was in the UK then we request the ICPC (International Child Protection Certificate) in place of any DBS checks. We reimburse you for the cost of this certificate.

We also provide support with Visa applications if it is needed. Note that for any non EU applicants, this process can take a few months to complete so we start it as soon as possible.