



THE BRITISH  
SCHOOL  
OF ALMERÍA



International  
Schools  
Partnership



THE BRITISH SCHOOL  
OF  
ALMERÍA

ACADEMIC YEAR 2024 - 25

**WELCOME TO OUR SCHOOL  
INFORMATION FOR NEW STAFF MEMBERS**



- Why choose BSA?
- Introduction
- ISP Safeguarding Principles
- ISP commitment to Diversity, Equity, Inclusion and Belonging
- BSA Values
- Living in Roquetas de Mar
- The Local Area and Andalucía
- ISP Onboarding
- Visa Information

# Why choose BSA?



Dear Candidate,

We are extremely happy that you are interested in joining our team at The British School of Almería.

As you get to know us better, you will learn that, as a relatively small school, we are a close, friendly team who like to provide a warm, welcoming atmosphere for our pupils, staff and families. Teamwork is key to our success as is a clear focus on putting our pupils first, in everything we do, so that they are encouraged to constantly get better, become amazing learners and achieve to levels which exceed their own expectations.

As a staff, we are also looking to constantly improve our own practice to further enhance the learning in our classrooms. For this reason, we encourage all of our teachers to “lead their own learning” through regular reflection, learning inquiry and with the help and collaboration of supportive colleagues who are also working towards the same goal. We are always keen to welcome new staff onto our team and listen to and share ideas that they bring to further enhance learning opportunities for our pupils and colleagues.

As well as support from colleagues at our school, as a member of the International Schools Partnership, you will also have the opportunity to link up with a wider network of educators from schools across the globe, all of whom are equally keen to share good practice and new ideas or initiatives. Already ISP has established a large number of international opportunities for students where our pupils can link up with schools from a wide range of countries and very different cultures, share their common interests, build friendships and widen their understanding of the world we live in.

Opportunities for staff development are also increasing with the Learning Hub and ISP Professional Learning Site offering a wide range of courses for all ISP staff, Teach meets, designed and led by ISP teachers and newly-introduced middle and senior leadership programmes.

Of course, should you have any questions or would like any more information on our school, we are always here to help, and we would love to hear from you.

Gillian Greaves

Headteacher

# Introduction



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Just to give you a bit of background on our school history - The British School of Almeria was founded in 2007, under the original name of St. George ´s School and formed part of a group of 5 schools in Malaga, Almeria, Seville, Madrid and Barcelona. St. George Andalucía was purchased by International School Partnership in July 2018 and was officially renamed to The British School in March 2019.

The International Schools Partnership (ISP) is a growing group of committed colleagues in schools around the world. Learning is at the heart of everything we do for our students, colleagues and parents. We are committed to getting better.

ISP has now expanded to 80 schools delivering multiple curricula and building on local brands and reputations with around 80,000 students and more than 10,000 staff located across the globe.

At ISP we continue to engage with schools around the world that are interested in becoming part of our global group of schools and look forward to welcoming more students and staff to the group.



# ISP Safeguarding Principles

**ISP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.**

## **10 Year Background checks**

As an international school, we require that all new staff have a 10 year police background check from the countries you have lived and worked in during the past 10 year period.

For staff who have lived and worked in the UK, we will require the [ICPC check](#) (International Child Protection Certificate). Please click on the [link](#) to find out how you can apply.

You will be asked to provide the name of the school on your application. Please look for The British School of Almeria.

Application for the ICPC check is also required for Visa applications. More information on this to follow.

# ISP Safeguarding Principles

**Please note that DBS certificates are non transferable and we will NOT accept these as a British Police Check.**

If you have never worked in Spain before, you will need to apply for a Certificado de Delitos Sexuales, which is the Police check required by all staff and the only one applicable when working with children.

The Certificado de Delitos Sexuales needs to be renewed every 3 years.

If you have previously worked in Spain, then you will need to provide an updated copy of the Certificado de Delitos Sexuales.

***Please remember that police checks will be required from EVERY country that you have worked in during the past 10 year period.***

## References

At least two references, covering a minimum of three years, one of which must be from your current/most recent employer where possible.

**PLEASE REMEMBER:** All appointments are subject to satisfactory references, vetting procedures , which will include online checks and criminal background checks.

# ISP Safeguarding Principles

## We will need the following before your employment commences

- Certificate of completion of **ISP Safeguarding Essentials** course (Information on how to access this course will be sent from HR)
- Teaching Qualifications ( Please bring the original copies with you, so we can take copies from school)
- Information of Emergency Contact details ( A form will be sent to you via email)

# ISP Commitment to Diversity, Equity, Inclusion and Belonging

ISP is committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, ethnicity, sexual orientation and gender expression, age, disability status, neurodivergence, socio-economic background or other demographic characteristics. Candidates who share our vision and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.





## Our School Values



*Inspiring Minds,*

*Creating Futures*

## Our School Mission

We want our students to explore and discover their strengths, fully develop their own individual skills and really push back the limits of their education.

# Living in Roquetas de Mar

Roquetas de Mar is a very pleasant place to live. Roquetas is a small coastal town, which enjoys a dry, warm climate for most of the year. The town has undergone a rapid period of growth over the last fifty years. Due to this expansion, the municipality of Roquetas de Mar (Roquetas, Aguadulce, El Parador, Las Marinas) now boasts a total population of over 90,000 inhabitants.

This population increases even further during the summer months as Roquetas is also a popular holiday destination which attracts tourists from countries such as France, Germany and the UK along with a large proportion of holidaymakers who arrive from other areas of Spain.

The town of Roquetas de Mar itself is divided into three main areas; the main town, the port area and the tourist district, known locally as the urbanization or “Urba”. The School is situated near to the beach in a modern area known as Las Salinas.

Despite its rapid growth, Roquetas de Mar has very much retained its Spanish identity, For this reason, a working knowledge of the Spanish language will most definitely be a real asset, both on a personal and professional level. It will also help you integrate more easily into the local community. There are many diverse ways in which you can improve upon your Spanish and we will be more than happy to advise you of the different opportunities available.

# Living in Roquetas de Mar

Finding somewhere to live is very much a personal choice and there are plenty of options available. It is recommended that you speak to different people and obtain different views on areas to live before you commit to a rental property. It is also a good idea to “shop around” and get an idea of what you can get for your money, it is also important to ask the owner/ estate agent what is included in the monthly price and also confirm if you need to pay a deposit and ask if this is refundable.

Prices for rentals are changing constantly, we recommend that you have a look at properties on offer via these local websites.

<https://www.idealista.com/en/> This webpage is very popular and has a large variety of properties on there.

<https://www.zurimar.com/> This is also a very popular Estate Agent in Roquetas and has been around for many years / Speaks very good English

<https://manuellogmanieh.com/en-> This is also a popular office and has been in the area for many years

# The Local Area

Travelling out from the town you will discover some of the most impressive areas of natural beauty in the whole of Spain. The desert-like landscape certainly makes an impact on arrival and within the province of Almería you will find some of the most stunning beaches in Spain.

Looking out from the school on a clear day, you will also see the mountain range of Sierra Nevada, easily accessible for those of you who enjoy winter sports.

Whilst living in Almería, you will also have the opportunity to visit the other provinces within the region of Andalucía, each of which has its very own character and rich cultural heritage.



Tabernas Desert



Cabo de Gata



Sierra Nevada

# Andalucia

Almeria is located in Andalucia which is the southernmost autonomous community in the Iberian Peninsula in the South West of Europe. The community is divided into eight provinces, Almeria, Cadiz, Cordoba, Granada, Huelva, Jaén, Málaga and Seville. Seville is the capital city of the Andalucia region.

Andalucia is the second largest autonomous community in Spain.

The Andalucian Government ( La Junta de Andalucia) have been working hard over the past few years to really promote the areas within the community and spend time creating promotional videos that are shown both nationally and internationally.

The latest video that they have created is known as "Andalusian Crush" and its purpose is for its visitors to reflect on the inner impact left on them of such a rich culture.

The links to the video is below, so take a look and see what you think!

[Andalusian Crush](#)



At ISP, the onboarding process for our staff is fundamental to ensure that all new hires feel integrated into our organisation before they start in their new role.

Our in-depth onboarding programme will provide new starter an insight to ISP as an organisation, its structure, culture, vision, mission and values.

Areas covered in the programme include ISP Teacher Role Profiles, TLSE, Teacher Learning Self Evaluation, CPD, Sharing of Good Practice.

Once employment has been confirmed with the School, the school HR lead will contact the Director of Learning for Iberia and invitations to join the onboarding programme will be sent to ensure that all new staff are fully informed before they start.



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# VISA INFORMATION

(Visa Application for Non-EU / Non NIE holder applicants)



## What you need to do before moving out to Spain (Visa Application for Non-EU / Non NIE holder applicants)

## What you need to do before moving out to Spain

As you are aware, the process for coming over to live and work in Spain has changed. Below we have gathered together some information which might be useful for you.

## Applying for a Visa (employee)

You will need to apply for the visa in the Spanish Consulate in the city nearest to where you live. By looking online you will be able to see the list of Consulates nearest to you.

You will need to make an appointment with the consulate for the Visa application. You will need to apply for the **RESIDENCE VISA WITH WORK PERMIT EXEMPTION**.

You will need to complete/ start gathering together the following documents:

- National Visa Form ( You can download this online; Link for the NVF can be found [here](#))
- Recent passport photograph with a white background
- Valid passport which must have at least two blank pages and a photocopy of all passport pages
- Certificate of criminal record issued by the country or countries where you have resided within the past 5 years. The ICPC check is fine for this. ( Link for the ICPC check can be found [here](#))

Continued on next page...

	<h1>Application for National Visa</h1> <p>This application form is free</p>		<h2>PHOTO</h2>
	Name(s): _____	First Name (in Spanish): _____	
Nationality (or nationalities): _____	Country of birth: _____		Date of application: _____
Residence: _____	Current nationality: _____		Visa application number: _____
Date of birth (dd/mm/yyyy): _____	Place of birth: _____	Current nationality: _____	Has previously been granted: _____
I am: <input type="checkbox"/> Male <input type="checkbox"/> Female		I am: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Other (specify) _____	Documents presented:
I declare that the information provided is true and correct.			I declare that the information provided is true and correct.
I declare that I am not a member of any organization that promotes terrorism, violence, or discrimination on the basis of race, ethnicity, or religion.			
I declare that I am not a member of any organization that promotes terrorism, violence, or discrimination on the basis of race, ethnicity, or religion.			
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# What you need to do before moving out to Spain (Visa Application for Non-EU / Non NIE holder applicants)

- Medical Certificate – this must be issued no later than 3 months prior to the date of the application. It must be formulated in the following terms:

*“ this health certificate states that { your full name} does not suffer from any of the diseases that may have serious public health repercussions in accordance with what is stipulated by the International Health Regulations of 2005”.*

- Copy of your degree and teaching qualifications
- You will need to complete the EX09 form and you must mark the box “ Residencia Inicial con Excepción” and then mark “Supuesto general de residente fuera de España para actividades exceptuadas >90 días” This can be found on the second page of the EX09 form.

Nombre y apellidos del titular.....
<b>5) TIPO DE AUTORIZACIÓN SOLICITADA<sup>(*)</sup></b>
<input checked="" type="checkbox"/> RESIDENCIA INICIAL CON EXCEPCIÓN <sup>(**)</sup>
<input checked="" type="checkbox"/> (Supuesto general de residente fuera de España para actividades exceptuadas >90 días (art. 117))
<input type="checkbox"/> Menor en edad laboral tutelado por entidad de protección (art. 117.ii)
<input type="checkbox"/> Titular de autorización de estancia por estudios, investigación o prácticas que cesa en tal condición (art. 199)
<input type="checkbox"/> Titular de autorización de residencia/residencia y trabajo previa que cesa en tal condición (arts. 200-203)
<input type="checkbox"/> Otros..... (especificar)

Continued on next page...

# What you need to do before moving out to Spain

## (Visa Application for Non-EU / Non NIE holder applicants)

- You will need to pay the relevant visa fee at the consulate on the day that you attend the appointment. You can confirm the amount directly with the consulate prior to attending the appointment, however a rough idea of costs will be £241.80 and approx £10 for a secure postage and include a self-addressed envelope, also with the postage paid.
- All official documents ( criminal records, medical certificates and your degree and teaching qualifications must be accompanied by a sworn translation in Spanish and apostilled.
- HR have a list of sworn translators in the UK and they can provide this information for you if you wish.
- Please note that if you are travelling with your family, then your family members will have to apply separately for their visas, and they will be asked to apply for a NON-LUCRATIVE VISA. Upon confirmation of your position within the school, we will consult with our Head of Legal, who is also an expert on immigration, her name is Valentina Sardi, and together we will help you / and your family with the process and advise you of the requirements/ paperwork to process the Visas.
- You will receive the necessary documents from HR which will include a pre-contract endorsed by the school and the registration of the school in the Spanish Ministry of Education.
- It is important to keep all receipts for these costs and bring them with you and the costs will be reimbursed to you in Euros. The school will reimburse employee visa costs only and not those of family members.
- **Please note that in the event that you choose to leave school within the first two-year period, the reimbursed expenses amount will be deducted from your final salary.**

# What you need to do before moving out to Spain (Visa Application for Non-EU / Non NIE holder applicants)

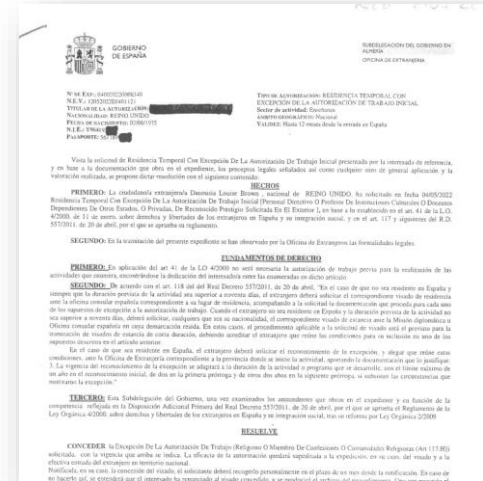
## Notes on Timelines

The visa can be applied for up to 90 days before the desired date of entry into Spain. However, it is recommended to start the process as early as possible to ensure that everything is in place to ensure a prompt employment start date.

The appointment times vary with each consulate but once you attend the appointment and present the documents, they normally have 10 - 20 days to respond with a decision. Please note that during this time they will retain your passport.

If the Visa is approved, it can be collected ( stamped in the passport) as soon as you receive notification of the approval. Upon collection of the Visa, you will need to provide the consulate with a date of travelling to Spain which they will apply on the passport Visa page. Please note that you will not be able to fly before that date however you will have to enter the country as soon as possible after that date.

Once you have received confirmation of the visa approval, HR will make necessary arrangements for completion of paperwork in Spain.



Example of the Approval Letter

We hope that you have found this information useful.

We look forward to meeting you in the future





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