

British Council School
El Colegio Británico

Outstanding students

for outstanding teachers

**What can your next
school look like?**

Discover the British Council School Madrid.

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**Working at the
British Council
School Madrid
is a unique
experience. If you
are the successful
candidate and
choose to join our
team, this is what
we will deliver!**



Great Students for a Great Teaching Environment.

There are many reasons why the British Council School Madrid is an unusually good place to work but the most important reason is our students.

Our students are at the centre of everything we do. The education we provide has always been one step ahead of other schools. We don't just provide an academic education: we develop the person as a whole. We encourage individual excellence in our students, developing their passions through a wide range of activities and increasing their self-esteem through a positive, safe and supportive school climate in which students learn and develop to be the best they can be.

As a result, our pupils' conduct and manners are exemplary. They are confident, polite and display impeccable manners when communicating with adults. They are respectful towards each other. Their attitude to learning is extremely positive and they actively expect their teachers to teach with the highest levels of excellence.

Our small class numbers (classes are usually between 18 to 25 students) further provide our professionals with an ideal setting in which to exercise their academic and pastoral skills to the greatest effect.

Our premises and equipment are excellent, and will provide you with practically all the tools you will need to carry out your work. You will be supported at all times by an extensive team of Business Services professionals covering services such as day to day Admin, Reprography, Human Resources and Maintenance.

Our School has received the highest rating in all areas of the British Schools Overseas (BSO) inspection in 2015, and again in 2018, giving us the highest results in the whole of Spain.

A Place that Cares.

“Caring” is one of our core values, and how we look after our staff is no exception. We offer private medical insurance with CIGNA -one of the world’s top healthcare providers- at reduced rates for our employees, as well as discount rates for a Wellness Centre situated right next to our campus for your best convenience.

Our employees also benefit from year-long access to our in-house nursing team for day to day health issues as well as emergencies. We conduct annual free flu vaccination campaigns every year, as well as health check-ups that incorporate voluntary screening tests for specific diseases targeting different risk- groups, such as prostate cancer testing for employees over 50.

We also run an Employee Assistance Programme with an outsourced provider to support our colleagues with any emotional, psychological or psychosocial challenges they may be facing.

Our staff canteen offers choices of menus that cater for a wide variety of needs, such as vegetarian meals, allergies, etc., at reduced prices. Menus are carefully prepared and planned with staff wellness in mind.

Support on your Arrival.

We have years of experience managing staff relocating from abroad, and will provide you and your family with support to help you arrive in Madrid and settle in.

Our Relocation team will help you with travel arrangements to Madrid, including tickets, pickup on arrival and hotel arrangements. They will also assist you with finding a home as well as basic paperwork, such as registering with the local City authority, the public health system and Social Security, as well as opening bank accounts, arranging utilities (water, electricity, gas, telephone/ internet, etc.), and the obtention of mandatory Spanish child protection documentation from the Ministry of Justice.

The Relocation team will continue providing support services during the first months by facilitating 24 hour assistance for the first two weeks after arrival, as well as phone assistance during office hours for an additional four-month period after that.

You will also have access to our free staff bus service, that operates a route taking colleagues from the city centre to the school and back.

We also offer you subsidised Spanish courses, in order to facilitate your integration into your new environment.

The School also offers scholarships for your children, covering tuition fees at our school as well as bus and dining room rate discounts.



Professional Development.

The School organises a number of days every term with workshops, conferences and training programmes for its teachers in order to ensure continuous professional development and learning.

Opportunities arise for further development throughout the year, whether through the School, the British Council, or our many of our partners (Roehampton University, the Buckinghamshire Learning Trust, Optimus, TES, etc).

The British Council operates an annual scheme of funding awards for professional development, offering its employees the opportunity to present proposals for pursuing further training and/or education at Master's level or above, as well as shorter certified professional courses leading to a professional certification.

Our teachers have numerous opportunities to promote to management positions, as our Posts of Responsibility are based on a 3 to 4 year tenure system, allowing rotation of these roles through formal selection processes.

Excellent Working Conditions.

We offer local Spanish contracts on 34 hours a week, with 180 teaching days a year. The academic year starts in the first week of September, and finalises on the 30th of June. School is closed during the months of July and August.

Our salaries are well above local industry standards, and among the highest in the context of international schools in Spain. We work with salary tables organised around a Points system, based on the teacher's years of experience in similar roles.

Salaries are updated regularly, usually on an annual basis.



Living in Madrid.

Our School is located in Madrid, a vibrant and thriving cosmopolitan city. Our staff has the chance to live and work in a place of great history, culture and cuisine. Opportunities are endless for travel, sport and entertainment, both in the city and country-wide; Spain is one of the top destinations in the world for leisure and holidays.

Madrid is a modern European capital city of three million inhabitants, located in the heart of Spain. From here, you are but a few hours drive to most of the Iberian peninsula and the rest of the country.

Home to four of the world's UNESCO Heritage sites, you will enjoy a city with a bustling cultural and social life. The Prado, Reina Sofía and Thyssen-Bornemisza museums conform the city's Golden Triangle of Art, accompanied by a myriad of historical sites, from the 16th century Plaza Mayor to the ancient Egyptian Temple of Debod. The city's distinctive neighbourhoods, or barrios, offer their own special atmosphere and landmarks to the city as a whole, and you will be able to enjoy a first-rate offer of culinary experiences, sports concerts and other cultural events.

Madrid is also home to the Adolfo Suárez Madrid-Barajas International Airport, one of the main European air transport hubs and main gateway from the continent to the Americas.

The British Council School enjoys state of the art facilities in its campus in Somosaguas, twelve kilometres from Madrid city centre. It is easily reachable by car and underground, as well as bus. The School also operates a staff bus stopping at several points in the city centre.



1.

Values and Behaviours.

Our values underpin everything we say and do – how we make decisions, work with people, behave towards them and communicate.

1.1.

Open and Committed.

Our belief in what we do translates into a deep and long-term commitment to the people we work with and the places where we work. We tackle challenges and take responsibility with openness and honesty to bring about positive change.

Behaviours

- I make decisions based on evidence and a range of views and ideas.
- I communicate clearly and honestly.
- When I don't know the answers, I ask questions to find out what is needed.
- I am accountable for my actions and ask for feedback which I act upon.

1.2. Expert and Inclusive.

Inclusion is at the heart of everything we do. By involving everyone in the conversation we learn from each other and bring together all of our experience, knowledge and expertise to do the best work that we can.

Behaviours

- I treat people with respect and kindness so they are empowered to share their opinions and concerns.
- I share my knowledge and expertise for the benefit of others.
- I help to create a sense of belonging and trust.
- I commit to the learning and development of myself and others.

1.3. Optimistic and Bold.

We believe in the potential of young people to create a better world. Inspired by this optimism, we are positive and creative, and we focus on what works. We are not afraid to make bold choices to shape a better future for everyone.

Behaviours

- I am confident to experiment with new ideas and use the learning from what doesn't work.
- I work with my colleagues to find new and creative solutions to challenges.
- I believe in what I do and the difference that I can make.
- I look for, listen to and embrace new ideas, especially those that broaden my own understanding of the world.

2. Cores Skills.

2.1. Introduction.

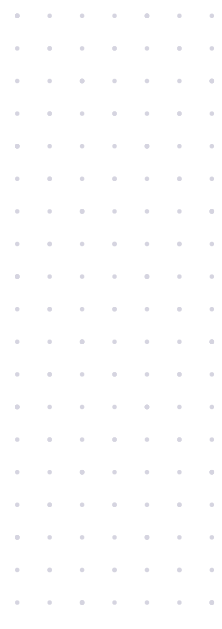
This document sets out the skills which are required most often in roles throughout the British Council, called collectively core skills. They replace the generic skills dictionary and are intended for use in the same way. The aim of the update is to make it easier to describe jobs and the skills needed to do them simply and clearly.

The core skills sit alongside:

- British Council values, which underpin all our skills and behaviours.
- Function-specific and higher level specialist skills. These are defined by functions or business areas, for example IT, marketing, finance, teaching.
- The cultural relations context in which all our skills (including language skills) and behaviours are used to build intercultural awareness.
- British Council behaviours, which are important in all jobs but are a particularly significant differentiator for senior roles.
- I am accountable for my actions and ask for feedback which I act upon.

The skills, described in more detail below are:

1. Managing people
2. Managing projects
3. Communicating and influencing
4. Planning and organising
5. Analysing data and problems
6. Managing finance and resources
7. Using technology
8. Managing risk
9. Developing business
10. Managing accounts and partnerships



Each skill is defined at four or five levels, which are cumulative – higher level expressions incorporate lower levels. The levels indicate having the ability to do something, the experience of having done it, or a track record of doing it at more and more complex levels. Whatever the wording, the intention is to indicate an attribute which can be evidenced; that others have seen the skill in action. There is no set formula for applying a skill level to a particular grade or pay band. Role profiles will highlight those skills relevant for the job and the appropriate level of each skill. Not every job will require all of the core skills.

2.2. The Core Skills.

2.2.1. Managing People.

Level 1. Supports others:

Provides support to less experienced members of the team and is aware of individual differences. Helps colleagues perform tasks and use systems and processes.

Level 2. Supervises a small team:

Supervises a small team of people doing similar jobs to deliver short term tasks to agreed quality and time standards.

Level 3. Manages a team:

Provides full line management to a team where all members are working in a similar area of expertise or business. Scope includes planning, setting objectives, role modeling an inclusive culture, recruitment, development and performance management.

Level 4. Leads a large and varied team:

Manages a substantial group to deliver annual business objectives. The team includes different professions, cultures and/or areas of business, and may cover multiple locations.

Level 5. Leads a major unit:

Leads a major business unit or function, setting its structure and processes, defining future workforce requirements, promoting diversity in the workplace and reshaping the workforce to meet need.

2.2.2. Managing Projects.

Level 1. Follows project management disciplines:

Works with project management systems and procedures, and has a track record of compliance with them as a project team member.

Level 2. Analyses project data:

Examines project data and performance, reporting on progress and recommending corrective action as needed.

Level 3. Leads smaller projects:

Analyses requirements with the sponsor/stakeholders, defining the specification with awareness of equality and diversity impact, planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects.

Level 4. Leads larger projects:

As above for medium-to-large and/or high risk projects, coordinates a diverse team with awareness of equality and diversity impact as part of the project specifications and handles changes in specification or plan to meet unexpected circumstances

Level 5. Assures project standards:

Develops and ensures the implementation of high quality projects management disciplines across functions, teams and business areas.

2.2.3. Communicating and Influencing

Level 1. Communicates clearly and effectively:

Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.

Level 2. Relates communications to circumstances:

Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences.

Level 3. Is creative and adaptable in communications:

Able to use a range of non-standard and creative approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging.

Level 4. Uses influencing techniques:

Uses formal and informal negotiating and motivation techniques to influence others' behaviour and persuade them to think and act differently, while respecting difference of view and culture.

Level 5. Influences at the highest level:

Influences and manages relationships at the highest levels to build mutual understanding, shapes perceptions of the British Council and creates positive change over the medium term.

2.2.4. Planning and Organising

Level 1. Is methodical:

Able to plan own work over short timescales for routine or familiar tasks and processes.

Level 2. Plans ahead:

Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.

Level 3. Develops annual plans:

Develops and reviews the implementation of annual plans for a work group or function, taking account of business and customer requirements and reconciling competing demands.

Level 4. Plans for the longer term:

Shapes forward plans for 3-5 years ahead for a major unit or multiple units, taking account of British Council strategy and the need to manage contingencies, risks and impact.

2.2.5. Analysing Data and Problems

Level 1. Is systematic:

Breaks down problems into a list of tasks to be done and decides on appropriate action.

Level 2. Uses data:

Reviews available data and identifies cause and effect, and then chooses the best solution from a range of known alternatives.

Level 3. Analyses patterns:

Seeks out and examines a range of information to identify patterns, trends and options, to solve multifaceted and complex problems.

Level 4. Solves complex problems:

Able to apply or devise specialised concepts and methods of analysis – or commission them from others. Understands the output and uses the results to make clear and/or solve complex business, market or policy problems.

2.2.6. Managing Finance and Resources

Level 1. Uses resources efficiently:

Uses resources efficiently in own role and complies with financial rules and procedures.

Level 2. Uses financial systems and processes:

Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.

Level 3. Supports budget management:

Monitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning.

Level 4. Plans and deploys resources:

Negotiates and agrees the resources for a defined area as part of forward planning, monitoring progress and adjusting resources or priorities to meet goals.

Level 5. Evaluates performance:

Evaluates resource allocation and use over time, to understand business and service performance and assess future opportunities and constraints.

2.2.7. Using Technology

Level 1. Operates as a basic user of information systems, digital and office technology:

Able to use office software and British Council systems to do the job and manage documents or processes.

Level 2. Operates as an advanced user:

Works as an advanced practitioner in the use of office software and/or British Council standard and social media platforms and trains or coaches others in their use.

Level 3. Identifies improvements:

Identifies where new or improved technology could benefit business efficiency, the customer experience or market opportunities and makes evidence-based recommendations.

Level 4. Manages programmes:

Commissions and successfully implements specialist technological or digital support to meet defined business or programme objectives.

Level 5. Shapes investment:

Defines future technology/digital system needs for a major area of business activity and translate them into design and implementation.

2.2.8. Managing Risk

Level 1. Follows good practices:

Demonstrates understanding of risk management policies and procedures and record of following them.

Level 2. Supports a risk management culture:

Has track record of identifying and highlighting risks and suggesting mitigating actions.

Level 3. Develops the culture:

Has track record of analysing potential risks, promoting risk awareness, and holding others to account for their practices.

Level 4. Exemplifies strategic risk management:

Has track record of balancing and mitigating risks in strategic and business plans and of providing a clear model of best practice to the business area/function.

2.2.9. Developing Business

Level 1. Reviews data:

Applies a range of standard analytical techniques to support business development — e.g. pricing tools, revenue tracking, monitoring sales prospects, audience figures or profit margin.

Level 2. Analyses trends:

Researches markets and conducts cost/benefit analyses to identify new opportunities or recommend improvements to current initiatives.

Level 3. Develops viable business:

Defines and develops products/programmes/services which deliver British Council goals on impact, income and surplus within a defined area of business that responds to market opportunities and aligns to wider corporate strategies.

Level 4. Leads business development:

Able to plan and deliver business development activities for a major and/or new market category which is significant for the British Council.

Level 5. Shapes business and market development:

Uses a range of market analysis, research and business intelligence to develop and implement across a group of diverse products/programmes/services and markets to meet British Council objectives.

2.2.10. Managing Accounts and Partnerships

Level 1. Supports account management:

Able to research business issues and contacts in stakeholder and potential partner organisations to support account management and business development.

Level 2. Works with stakeholders and partners:

Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust.

Level 3. Builds account teams:

Identifies and deploys teams of British Council staff whose attributes match the stakeholder/customer/partner's needs, and adapting proposals to accommodate the needs of the other party.

Level 4. Plans and leads on accounts and partnerships:

Develops and leads on the delivery of account management and development plans across a range of stakeholders/customers/partners to deliver medium term business and/or reputational gains for both parties.

Level 5. Shapes strategic relationships:

Sets overall direction for the formation and management of strategic relationships, collaborations and contracts with stakeholder, customers and partners in a significant market.



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education for
outstanding
results.**

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