WELCOME PACK

Welcome to Maxwell School. This document provides an overview of our school with some information about living and working in Spain.

Maxwell School is a small, British, boutique school. We have two campuses in the capital of Spain, Madrid, and at present we are a one form entry school with no more than 15 students per class. We accept pupils from Nursery to Year 10 although we will be opening a new year group each year until we complete the full 13 years of primary and secondary education.

In 2021 we will be offering the Cambridge IGCSE for the first time and following these examinations, we plan to move into the IB.

Our school strives to create a family atmosphere with a friendly and peaceful work environment.

ACADEMIC STANDARDS

Educational standards at Maxwell School are excellent. Through the foundation stage and Key Stage 1 an emphasis on synthetic phonics provides pupils with early reading skills. Supported by our levelled reading books, predominantly Oxford Reading Tree, pupils leave Key Stage 1 as confident readers achieving in line with the British National Curriculum age related expectations.

Throughout Key Stage 2 the school focuses on core skills. Pupils study the full British National Curriculum alongside studies in Spanish language and Conocimiento del Medio. Our objective is to support children in fulfilling their own potential and by providing a solid start so that our pupils are well prepared for their secondary education.

THE SCHOOL DAY

Teaching staff at Maxwell School work from 8:30 am to 4:30 pm with one hour free at lunchtime. Teaching assistants share a similar working day. All members of staff carry out playground duties on a rota basis.

Our students arrive at school from 8:30 am. The school day for pupils finishes at 4:15pm.

Lunches are prepared daily by Aramark from fresh ingredients. Our menu is designed by a dietician and provides a varied and balanced diet. There is a focus on Spanish cuisine so plenty of fresh fish, and meats are accompanied by seasonal vegetables and fruits. Children and staff alike enjoy a three-course lunch, and the dining company caters to a range of specific diets as required.

Teaching staff are provided with a generous allocation of preparation and marking time throughout the week. Primary teaching staff receive five hours of preparation time each week. Teachers with coordination responsibilities are given additional non-contact time commensurate with their responsibilities.

Extra-curricular activities take place after school, and some are led by a team of professional staff from outside the school while others supported by internal staff. Activities provided include ballet, Robotics, Guitar, judo, cooking, and football tactics. Teachers are asked to provide one complementary activity per term

OUR MOST VALUABLE ASSET – OUR STAFF

Maxwell School is fully aware that our most valuable asset is our staff, and we work hard to employ and retain the very best teachers and support staff available.

All teaching staff at Maxwell School are offered a full time permanent contract from their first day of work. Teachers are salaried over twelve months including holiday pay throughout all school holidays including August, unless they are not renewing their contract for the following year.

PERSONAL AND PROFESSIONAL DEVELOPMENT

Maxwell School is a member of NABSS (National Association of British Schools in Spain), and as a result we have access to workshops and INSET events offered by this organisation. In addition, we provide training at our school at the beginning and during each school year.

We also run a system of internal INSET during our staff meetings that draws upon the individual strengths of our teaching team to provide relevant training.

MAXWELL SCHOOL – STAFF BENEFITS SCHEME

We are pleased to offer a considerable package of staff benefits. By providing the highest levels of benefit within school and negotiating collective arrangements with other businesses we demonstrate our commitment to the staff that work with us. Within school staff are entitled to a 10% deduction from the tuition for their own children from nursery age (4 years old).

As any other Spanish employee, teachers will have medical needs covered by the Spanish social security system.

ACCOMODATION

The school is located in a centric area of Madrid, in the neighborhood of El Viso. It is very well connected to the city center by metro and buses.

SALARY

Maxwell School pays a teaching salary that begins at from 26,000€. Tax levels in Spain are considerably less than those in the United Kingdom with teachers paying a combined tax and national insurance contribution of around 14%.

Initially, on moving to Spain, teachers pay nearly no tax until their first January, as the Spanish fiscal year runs from January to January. This means that from September to December during their first year of employment a teacher will take home a slightly raised salary as there will be negligible deductions for tax.

In addition, new teachers moving from the United Kingdom would usually be entitled to a tax rebate from the United Kingdom the April following their move. Maxwell School can advise on all of these issues.

ADDITIONAL CLASSES

Some of our children might at times require additional support. Where support classes are needed these are offered at lunch time or from 4:30 to 5:30 pm

YOUR FUTURE CAREER

Maxwell School will always look to recognise and reward excellence within our staff team. All positions of responsibility are first offered as internal promotions. We are always be happy to discuss your career aspirations with the intention of rewarding our best teachers with management responsibilities within our schools.

RECOLATION PACKAGE FOR NEW STAFF

Regarding the organisation of healthcare, phones etc the information below should help:

CONTRACT & NIE

Prior to the beginning of the academic the school solicitor will take some documentation from you including passport, photocopies of passport etc. The school will pay a solicitor to obtain your NIE (national insurance number for Spain). On receipt of this the school can issue you a contract (legally you cannot have that until your NIE is in place) and will register you with the Spanish social security system.

PHONE

We would suggest initially bringing one from the UK especially if you already have one. The roaming charges here are no more expensive on a UK phone than the Spanish mobile charges. The only thing that would be significantly more expensive would be roaming charges for data.

Once we have your NIE, usually within two to three weeks of you arriving here, you will have everything you need to get a mobile phone here. The assistant to the director helps teachers with all of this, so she will make phone calls for you and explain exactly what you need. Unfortunately one of the things you need for almost everything in Spain is your NIE which is why we suggest you bring a mobile with you initially.

HEALTH SYSTEM

Please make sure that you bring with you an EHIC (E111 as it used to be called). This will cover you for the first six months. An EHIC entitles you to like for like care across Europe so you would be able to see a doctor, visit a hospital in an emergency etc.

Again, getting into the health system is dependent on a little paperwork that will be completed in your first month or two of being here. The first thing that you need is your NIE. After getting the NIE you will receive your contract from school which you will also need to register with the health system. The last thing you need is a letter from the Spanish government welcoming you to the social security system. This will probably arrive sometime in October or November. This document proves that you are paying in to the system. (Healthcare here is based on a contributory system rather than a residency system so unlike the UK where you just have to live in the country to be entitled, here in Spain you have to demonstrate that you are working to be entitled.) With these documents in place registering with a doctor and getting you SIP card (health card) is easy. Don't forget the EHIC initially though as that is really important for those first couple of months if you do need treatment.

TERM DATES

Dates for the year are as follows.

·TERM 1

Monday 2nd September – Friday 20th December.

·TERM 2

Wednesday 8th January – Friday 28th March

·TERM 3

Monday 13th April – Thursday 30th June

·Fiestas and holidays

12 October – School Closed (Spanish National Day)

October 31, November 1 – Half term

6, 9th December – School Closed (Spanish Holidays)

February 17-21 – Half term

19th March – Father’s Day

1st May – School closed (Spanish Holiday)

ACCOMODATION

Maxwell School helps new teachers to find accommodation. The school will advance the agency fee, deposit and first month to be deducted from salary within four months.

FLIGHTS

We would appreciate you let us know when you are flying in order to be able to pick you up and give you a lift to your flat.

BANK

Within the first two weeks of term starting, the school will arrange to open a bank account for new teachers. This will be in place before the end of the first month so you will be able to receive your salary.