



Department
for Education



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Visiting Teachers Programme (England)

Application briefing pack for teachers

September 2019 - July 2020



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1. Introduction

This briefing pack is for Spanish teachers interested in applying to the Visiting Teachers Programme (England) who wish to be placed in English schools between September 2019 and July 2020 to teach Spanish, Spanish and French or Spanish and German languages. The briefing pack provides information to help you understand what you can expect as a participant on this programme established by the Ministry of Education and Vocational Training (MEFP) of Spain and the Department for Education (DfE) in England.

We are delighted to be working with Spain on this programme for a third year and are excited to be welcoming Spanish teachers into our classrooms to teach modern foreign languages. The Visiting Teachers Programme (England) provides opportunities for Spanish teachers to develop their skills and experience in a high performing education system.

Visiting teachers who secure a position in schools, will benefit from:

- Access to an in-school mentor during their first year of employment, the mentor will support teachers' professional and personal development.
- An acclimatisation package upon arrival and throughout their first year of employment, to support the transition to living and teaching in England.
- Networking within an established community of teachers on the programme, an online forum to share experiences and face-to-face professional development and networking events.

The call for Spanish teachers via the Ministry of Education and Vocational Training of Spain will be published in November 2018.

Important information for candidates who were selected after the first stage of the interview process in 2018: For legal reasons, those candidates selected in the March 2018 interviews who wish to be considered for a position for a 2019/20 placement must reapply their intention as part of the call to teachers 2019/2020. However, they will not be expected to retake interviews and assessments in Madrid.

2. Applicant criteria for 2019/2020

Subjects to be taught in England - Secondary

We invite applications from candidates qualified to teach Spanish, Spanish and French or Spanish and German languages. All languages will be taught to secondary phase age pupils:

- Spanish (Age 11-18, secondary level)
- French (Age 11-18, secondary level)
- German (Age 11-18, secondary level)

Spanish will be the first required language to either Key Stage 4 or Key Stage 5. Depending on the school setting, you may be asked to teach French or German as an additional subject to Spanish at Key Stage 3 (11-14), Key Stage 4 (14-16) or Key Stage 5 (16-18).

Key Stage 3 (commonly abbreviated as KS3) is the legal term for the three years of schooling in maintained schools in England and Wales normally known as Year 7, Year 8 and Year 9, when pupils are aged between 11 and 14.

Key Stage 4 is the legal term for the two years of school education, which incorporate GCSEs and other examinations, in maintained schools in England normally known as Year 10 and Year 11, when pupils are aged between 14 and 16.

Key Stage 5 is a label used to describe the two years of education for students aged 16-18.

We would welcome your application if you can teach an additional language to any of the above levels.

Requirements

- Spanish nationality.
- Relevant qualifications (see below)
- At least 1 year of teaching experience in the last 5 years, as a full time teacher in formal education, equivalent to secondary school.

Qualifications

- Bachelor's Degree in English, Spanish, French or German studies or equivalent **with a** Master's Degree in Teaching or a Teaching Certificate of Aptitude (or equivalent as indicated in the call).

or

- Translation Studies (English/French/German) **with a** Master's Degree in Teaching or a Teaching Certificate of Aptitude (or equivalent as indicated in the call).

Other requirements upon offer of contract

- Proof of right to work in the UK (passport).
- B2 level English proficiency, in line with the *Common European Framework of Reference for Languages*.
- Verified Spanish criminal background checks x2 (Certificate of Convictions/Certificado de Antecedentes Penales and also Certificate of Sexual Offences/Certificado de Delitos de Naturaleza Sexual).
- Obtaining Qualified teacher status in England (QTS).
- 2x references from previous employers (in English or translated into English).
- Full work/education history to be provided, covering the last 10 years.
- A medical form (English school standard upon offer of contract).

Subjects to be taught in England - Primary

We invite applications from candidates qualified to teach Spanish. All languages will be taught to Primary phase age pupils:

- Spanish (Age 5-11, Primary level)

Spanish will be the first required language to either Key Stage 1 or Key Stage 2.

Key Stage 1 is the legal term for the two years of schooling in maintained schools in England and Wales normally known as Year 1 and Year 2, when pupils are aged between 5 and 7.

Key Stage 2 is the legal term for the four years of schooling in maintained schools in England and Wales normally known as Year 3, Year 4, Year 5 and Year 6, when pupils are aged between 7 and 11.

We would welcome your application if you can teach an additional language to any of the above levels.

Requirements

- Spanish nationality.
- Relevant qualifications (see below)
- At least 1 year of teaching experience in the last 5 years, as a full time teacher in formal education, equivalent to primary school.

Qualifications

- Candidates must have a Bachelor's degree in Teaching Primary Education or completed a three year initial teacher training programme to obtain a *Maestro* degree.
- A specialisation in a Foreign language (English, French or German) on completion of the Primary education degree is preferred.

Other requirements upon offer of contract:

- Proof of right to work in the UK (passport).
- B2 level English proficiency, in line with the *Common European Framework of Reference for Languages*.
- Experience in Teaching in a bilingual programme will be considered.
- Verified Spanish criminal background checks x2 (Certificate of Convictions/Certificado de Antecedentes Penales and also Certificate of Sexual Offences/Certificado de Delitos de Naturaleza Sexual).
- Obtaining Qualified teacher status in England (QTS).
- 2x references from previous employers (in English or translated into English).
- Full work/education history to be provided, covering the last 10 years.
- A medical form (English school standard upon offer of contract).

Please note that the majority of teachers for September 2019 will be placed in secondary school settings.

3. Programme Dates

The table below sets out key dates for candidates applying from the programme for academic year 2019/20.

Approximate dates	Actions
November 2018	Call for teachers published by the Ministry of Education and Vocational Training.
December 2018	Deadline for applications to be submitted.
January 2019	Sifting of applications complete and candidate pool established for interview and assessment centre.
January 2019	Confirmation of candidates who previously passed the interview and assessment centre in Madrid (March 2018), but did not

	secure a post in 2018/19, as being accepted into 2019/20 candidate pool.
End of January/February 2019	Candidates invited to an assessment and interview event in March 2018.
March 2019	Assessment and interview event in Madrid. Candidates will be assessed and interviewed by school leaders, on behalf of English schools, to determine suitability for the candidate pool 2019-20.
End March 2019	Outcomes confirmed following the assessment and interview event in Madrid.
March 2019-July 2020	Successful candidates in Madrid made available for schools to consider, invited to digital interviews and select for positions. Candidates who are not offered a contract will stay in the pool with options to be contracted in the following months or during 2019-20 school year (no later than December 2019).
July 2019	Induction session in Madrid (MEFP) for teachers appointed and placed in positions commencing September 2019.
August 2019	Acclimatisation residential event in England for teachers appointed and placed in positions commencing September 2019. Note: Acclimatisation support will be provided to teachers placed after September 2019, up to July 2020.

4. Programme stages

Admission stage

- Officials from the MEFP will undertake an initial admission of applications against the published criteria.
- For those candidates who pass the initial admission, applications will be further assessed by school leaders in England. Applicants whose profiles show adaptability to meet the needs and demands of working in English schools will be shortlisted for a face-to face assessment and interview. Candidates in the 2018/19 pool who applied for the programme for the first time in 2017 are exempt from this as they have previously attended and been accepted in the candidate pool.

Assessment and interview stage – Secondary

- Candidates shortlisted in the admission stage will be invited to an assessment and interview event held in Madrid. Please note that meeting the requirements of the call will not imply being invited to the assessment and interview event.
- Assessment and interviews will be hosted by Randstad Education on behalf of the Department for Education and undertaken by a panel of school leaders from English schools.
- Candidates will be expected to meet the cost of travelling to and from the event.
- The event will focus on assessing candidates' suitability for teaching Spanish, Spanish and French or Spanish and German languages in English secondary schools.
- There will be timed assessments as part of the process, which could involve tasks such as planning a lesson or marking students work and/or group presentations. All test papers and exercises must be completed in English.
- The interview will last approximately 45 minutes and will seek to evaluate candidates' reasons for taking part in the programme, an understanding of the British curriculum, ability to manage a classroom, plan a lesson, mark students work, ability to deal with

behavioural issues and/or act as a role model/leader to the students and questions relating to safeguarding children.

- Those candidates who pass this stage will be accepted into the 2019/2020 candidate pool for schools in England to consider and appoint.

Please note that acceptance to the pool does not guarantee a job role and further interviews with UK schools will also need to be conducted via Skype or similar to secure job roles.

Assessment and interview stage – Primary

- Candidates shortlisted in the admission stage will be invited to an assessment and interview event held in Madrid.
- Assessment and interviews will be hosted by Randstad Education on behalf of the Department for Education and undertaken by a panel of school leaders from English schools.
- Candidates will be expected to meet the cost of travelling to and from the event.
- The event will focus on assessing candidates' suitability for teaching Spanish in English primary schools.
- There will be timed assessments as part of the process, which could involve tasks such as planning a lesson or marking students work and/or group presentations. All test papers and exercises must be completed in English.
- The interview will last approximately 45 minutes and will seek to evaluate candidates' reasons for taking part in the programme, an understanding of the British curriculum, ability to manage a classroom, plan a lesson, mark students work, ability to deal with behavioural issues and/or act as a role model/leader to the students and questions relating to safeguarding children.
- Those candidates who pass this stage will be accepted into the 2019/2020 candidate pool, for schools in England to consider and appoint.

Please note that acceptance to the pool does not guarantee a job role and further interviews with UK schools will also need to be conducted via Skype or similar to secure job roles.

School recruitment, second interviews and placement stage

- Recruiting schools will access information regarding the candidate pool, identifying and shortlisting candidates for their vacancies.
- Recruiting schools will request a second interview with selected candidates; this will take place digitally via Skype, phone or alternative methods.
- Candidates successful following the interview will be offered positions. Candidates will have two working days to accept or reject offers.
- Following a formal offer being accepted, schools will work with selected candidates to finalise start dates and contract arrangements.
- DfE officials and delivery providers will assist schools and candidates during this stage.

Relocation and acclimatisation stage

- Prior to a teacher commencing employment, advice will be provided on relocating to England.

- Teachers will be invited to attend an acclimatisation residential event in England; this event will focus on assisting teachers in settling into living and teaching in England and will be a 5 day event held in August 2019.
- Further information on the acclimatisation programme will be communicated to candidates who secure positions in schools.
- Teachers will meet relocation costs, including travel expenses. The Department for Education will fund accommodation and meals during the acclimatisation package in England.

Paperwork required

To assist school leaders in England in identifying suitable candidates for their schools, candidates accepted into the pool might be required to supply additional paperwork. This paperwork will be made available to schools for consideration. Further guidance will be provided on the paperwork, including timelines. It is envisaged that the paperwork will include:

- Evidence of Qualified Teacher Status; please visit <https://www.gov.uk/guidance/qualifiedteacher-status-qts> for further information.
- Employment references
- Criminal record checks
- Proof of right to work in the UK

5. Introduction to living in England

Types of schools

All children in England between the ages of 5 and 16 are entitled to a free place at a state school. Most state schools have to follow the [national curriculum](#). The most common types of school are:

- Community schools, controlled by the local council and not influenced by business or religious groups.
- Foundation schools and voluntary schools, which have more freedom to change the way they do things than community schools.
- Academies, run by a governing body, independent from the local council - they can follow a different curriculum (and have greater freedom on pay and conditions).
- Grammar schools run by the council, a foundation body or a trust - they select all or most of their pupils based on academic ability and there is often an entrance exam.

Further information on types of schools can be found [here](#).

The national curriculum

The national curriculum is organised into blocks of years called '**key stages**'. At the end of each key stage, teachers will formally assess the child's performance. Further information can be found [here](#).

School calendar

UK schools operate for 39 weeks of the year (195 working days). School terms times are:

- Autumn Term (September – December)
- Spring Term (January – April)
- Summer Term (April – July)

Each term is divided into two. There is a break half way through each term (Half term) where schools will typically be closed for a week in addition to the other school holidays. Christmas and Easter holidays are generally around two weeks long. There are also several Bank Holidays (statutory holidays) throughout the year. You can find the school term dates for a specific school [here](#).

Teacher schedule

Typically, pupils start the day at 8.45am and finish by 3.30pm. There are normally two breaks throughout the school day, morning and at lunchtime.

- Teachers are expected to be in school before the students and after they have finished, so working hours will vary. A typical teachers' time in school will be 8.15am – 4.30pm.
- You will be required to plan and prepare lessons, and mark work in addition to your school working hours.
- Headteachers and the governing bodies clarify teachers' working hours before employment is offered.
- Schools have the flexibility to determine expectations for teachers around classroom preparation time, staff meetings, parents' evenings, etc.
- Teachers will have to attend meetings with other teaching staff and undertake in-school training.
- Teachers may also be asked to support with extracurricular activities for pupils such as after school clubs, lunchtime clubs or residential trips.
- Teachers may be required to provide counselling and guidance to students, which may involve referring students to other relevant authorities and professionals that could be of help.
- Teachers in England will regularly be working with other teaching colleagues, administrators and teaching assistants to provide every student with a quality education.

Teacher salary

[The School Teachers' Pay and Conditions](#) covers the pay and conditions for teachers in maintained schools in England.

Main Pay Range 2018 – Annual Salary

	England and Wales (excluding the London Area) £	Inner London Area £	Outer London Area £	Fringe Area £
Minimum	23,720	29,664	27,596	24,859
Maximum	35,008	40,372	38,963	36,157

- Teachers through the SVTP programme in previous cohorts have been paid according to the main pay scale (MPS), which ranges from points M1 to M6, and in some cases according to the upper pay scale (UPS). Newly qualified teachers usually start on point M1.

- This salary will vary depending on the location of the school, for example, schools based in London have a higher pay scale than schools in other areas due to the increased cost of living in and around the capital city.
- The salaries listed are also the gross salaries. Income tax and National Insurance contributions will be deducted from your salary on a monthly basis.
- You will be able to opt in or out of the UK teachers pensions scheme depending on your preference.

Salary for teachers in Academies in England:

- Academies have the freedom to decide staff pay and conditions, as their freedoms enable them to be innovative in their use of resources, which includes attracting, retaining and deploying the best possible staff.

Population of England

England has a population of over 53 million people, making it the most populated nation of the United Kingdom, representing 84% of the joined total. England has the fourth biggest population in the European Union.

British values

England is part of Britain, a modern, multicultural nation and as such places great value on the equal and fair treatment of citizens, no matter what their background or personal choices. In support of this, the Government has defined four 'fundamental British values':

- democracy
- the rule of law
- individual liberty
- mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

A commitment to ensuring the equality of citizens is enshrined in law in 2010's Equality Act. The act states that it is unlawful to treat someone less favourably because of their:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

This list is also known as the nine 'protected characteristics'. The law here applies to the treatment of adults, and to pupils within schools.

Climate in England

England is famous for the lush green of its countryside. Average annual rainfall in the north is more than 1,600mm, but central and southern England receive an average of less than 800mm. The coldest months are December, January and February, when the temperature is usually between 3 and 6°C. In July and August, the temperature averages between 16 and

21°C. Rain falls throughout the year, and the weather in England can sometimes change very quickly¹.

Further information

Additional information about living and teaching in England will be provided to candidates as part of the acclimatisation support package.

The following websites may be useful for candidates to visit:

- [Moving to the UK?](#). Developed by the [Foreign & Commonwealth Office](#)
- [Moving to England from the European Economic Area \(EEA\) or Switzerland](#). Guidance on healthcare available through the NHS.
- [Visit England](#) is a tourist website containing useful information about visiting England.

6. Spain's Visiting Teachers Programme (England) – Privacy Notice

This guidance explains to candidates how information they provide to us will be used for the purposes of this programme.

Summary

England is participating in the Spain's Visiting Teachers Programme to recruit teachers from Spain to teach Spanish or Spanish plus an additional language (French or German) in English schools for one year, with the option to extend for up to a further two years if both parties agree. The Spanish Ministry of Education and Vocational Training (MEFP) will examine applications from Spanish teachers to identify those who meet the minimum required criteria established in the call. These successful applications are then sent to the Department for Education (DfE) for further consideration. The DfE will share candidate information with delivery partners.

What information is provided by the candidate and what happens to it?

Applicants complete a form to include their personal data, a curriculum vitae and other documentation relating to their qualifications which is submitted to the Ministry of Education and Vocational Training in Spain to identify suitable candidates. Information relating to these applicants is then passed to the Department for Education in England for the next stages of the programme. For the purposes of the UK Data Protection Act and the General Data Protection Regulations (GDPR), the Department for Education then becomes the data controller for the personal data it receives as part of the programme.

Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant condition(s) that we are meeting is Article 6 (1)(e) of the GDPR in that this processing of personal information is necessary for performance of a task carried out in the public interest.

Who else will see my application?

The Department for Education employs suitably qualified providers from within the UK education and commercial sector to assist in the delivery of programme stages. For the purposes of the data protection legislation, these providers are considered data processors

¹ Reference: <http://www.weatheronline.co.uk/reports/climate/England-and-Scotland.htm>

working on behalf of the Department for Education. Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation.

Personal data relating to potential interviewees will be shared with interview panels. These panels are made up of professionals from the education sector, including head teachers and representatives from multi-academy trusts. For the purposes of UK data protection law, these panels will also be considered data processors working on behalf of the Department for Education. This data sharing is lawful because we are meeting Article 6 (1)(e) of the GDPR in that this processing of personal information is necessary for performance of a task carried out in the public interest.

Information appearing in successful applications, and any documentation or notes taken during successful interviews, will then be made available to participating schools for the purpose of considering the employment of these candidates. On receipt of this information, these schools then take responsibility for any personal data they receive as part of the programme.

How is my personal data stored?

Personal data received by the Department for Education will be securely stored in electronic format. It will only be used for assessing the suitability of applicants expressing an interest in working in England as part of the Spain's Visiting Teachers Programme.

What happens to my personal data after completion of the programme?

The Department for Education will retain applications for as long as it is needed for the programme and for its own audit purposes. Personal information will not be provided to any third parties unless it is for the purpose of the programme or the Department is required to release it under UK law. Once it is no longer needed, we will securely destroy personal data collected as part of this programme. We will only keep your personal data for as long as we need it for the purpose(s) of this piece of work, after which point it will be securely destroyed. Please note that, under Data Protection legislation, and in compliance with the relevant data processing conditions, personal data can be kept for longer periods of time when processed purely for archiving purposes in the public interest, scientific or historical research, and statistical purposes.

What if I change my mind or have any questions?

If you change your mind about taking part in the programme, or have any questions, please email svtp@randstad.co.uk providing your name and application number. If you do not want to proceed with the programme, we will securely destroy your application if it has not already been shared with English schools. If we do this, you will be removed from the Spain's Visiting Teachers Programme.

Your data protection rights

Under certain circumstances, you have the right:

- to ask us for access to information about you that we hold.
- to have your personal data rectified, if it is inaccurate or incomplete.
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- to restrict our processing of your personal data (i.e., permitting its storage but no further processing).

- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you need to contact us regarding any of the above, please do so via the DfE site at: <https://www.gov.uk/contact-dfe>

Further information about your data protection rights appears on the Information Commissioner's website at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>

Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>

Contact Information

If you have any questions about how your personal information will be used, please contact us at Spanish.VTP@education.gov.uk. For the Data Protection Officer (DPO) please contact us via [gov.uk](https://www.gov.uk) and mark it for the attention of the 'DPO'.

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in September 2018.

If your application details have already been circulated to participating schools, you will need to inform them that you no longer want to take part in the programme if they contact you.

7. Frequently asked questions (FAQs)

Do I have a job if I am successful at the interview in Madrid?

No, the interview in Madrid is just one stage of the process. Successful candidates at the interview stage are referred to recruiting schools, who will then interview those candidates they may wish to recruit via Skype and/or phone. Schools may then decide to offer a contract to the candidate or not.

How many placements are available?

The call has stated that there are 40 places available for September 2019. These cover both primary and secondary placements. A majority of these placements will be in secondary schools.

I have been offered a contract by a school in England; can I have some time to think about it?

Due to schools needing to ensure that vacancies are filled and candidates ensuring that they have a job to start in September, candidates are asked to accept or decline an offer of employment within 2 working days of receiving the offer.

What is my salary going to be?

The salary is a matter between the recruiting school and candidate and it is recommended that candidates raise this matter during any interview (such as Skype) with the recruiting school. The DfE and the MECD are not involved in this matter.

What if I change my mind?

If a candidate has accepted a contract from a school then the terms and conditions of that contract will need to be adhered to. If the contract has not yet been accepted and the candidate decides that s/he does not wish to proceed, the candidate will need to notify the relevant school, and must also notify the DfE so the candidate's details can be reinstated for other schools to consider them.

How can I find out more about the English Education System?

- Overview of school types in England. Developed by the [Department for Education](#)
- Teachers' standards. These standards set the minimum requirements for teachers' practice and conduct in England. Developed by the [Department for Education](#)
- Publications for secondary school teachers in England. This is not a complete list of content, but may act as a helpful reference point. Developed by the [Department for Education](#)
- Publications for primary school teachers in England. This is not a complete list of content, but may act as a helpful reference point. Developed by the [Department for Education](#)
- A description of effective practice in professional development for teachers. Developed by the [Department for Education](#)
- Guidance for managing staff in England. Developed by the [Department for Education](#)

What are the working hours throughout the school year?

The terms and conditions relating to the candidates working hours is a matter between the recruiting school and candidate and it is recommended that candidates raise this matter during any interview (such as Skype) with the recruiting school. The Department for Education and Spain's Ministry of Education and Vocational Training are not involved in this matter.

What is QTS?

QTS (Qualified Teacher Status) is the accreditation awarded to teachers in England once they have completed a period of initial teacher training and passed a variety of skills tests. In order to meet the applicant requirements for this programme you will need to hold QTS equivalent qualifications.

How and when do I apply for QTS?

Once you have been invited for the assessment and interview stage in Madrid, you will need to apply for QTS. Please visit <https://www.gov.uk/guidance/qualified-teacher-status-qts> to find out more.

Do the DfE/MEFP or schools assist teachers to find housing in the England?

Choosing your home is a personal decision. Guidance can be given but it is your choice and responsibility to find suitable and affordable accommodation for the duration of your time in England.

How much does it cost to live in England?

The cost of living varies from one part of England to another. Generally, it is more expensive to live in London, South East England and urban areas, but salaries tend to be higher to account for this.

Can I drive in England with a Spanish driving Licence?

Yes, you can drive in England using a Spanish driving licence. Further information can be found [here](#).

What is the NHS and how can I access it?

The NHS is the UK's free national health service, which gives you access to doctors, dentists and hospitals. Further information can be found in the [National Health Service \(NHS\)](#) website, and if successful, you will be provided with further information on this as part of your pre-arrival pack.

Do I need a National Insurance Number?

You will need to [apply for a National Insurance \(NI\) number](#) when you arrive in the England. Your National Insurance contribution is automatically taken out of your pay by the British Government.

Will I be able to visit my home country?

Yes, you will have the freedom to visit your home country during any of the holiday or summer breaks. Any travel costs will be your responsibility.

What social events or networks are in place for meeting and communicating with other teachers on the programme?

There will be opportunities for teachers on the programme to come together at key points, such as on arrival, to meet each other and network. There will also be a community of teachers on the programme and a forum to allow you to keep in touch, share experiences and organise social events. Further information will be provided to candidates in due course and as part of the pre-arrival pack.

Do I have an option of bringing my dependants?

Yes, you are welcome to bring your dependant/s; the cost for this is your responsibility. Further guidance on locating and placing any children within English schools and educational/age range equivalencies will be provided within the candidate handbook under child admissions and employing schools. It is important to note that at present, your employing school has no obligation to guarantee a place for your child.

For information on United Kingdom's departure from the EU, we would encourage you to read the following:

- The main campaign page, [EU citizen in the UK – Stay Informed](#), provides information on the citizens' rights agreement and the Settlement Scheme for EU citizens in the UK.
- If EU citizens want to stay in the UK beyond 31 December 2020, they and their close family members will need to apply to the EU Settlement Scheme. The scheme will open fully by March 2019. Please visit [Gov.uk](#) for more information.

I would like to ask another question, whom do I contact?

For further information or if you have any queries please contact:

svtp@randstad.co.uk

visitantes.uk@educacion.gob.es

**We wish you all the best in securing a placement within
an English school.**