

AUXILIARES DE CONVERSACIÓN

LANGUAGE ASSISTANT HANDBOOK

Comunidad de Madrid



Comunidad de Madrid

CONSEJERÍA DE EDUCACIÓN,
JUVENTUD Y DEPORTE

Dirección General de Innovación,
Becas y Ayudas a la Educación

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1. LANGUAGE ASSISTANTS IN THE REGION OF MADRID

There are over 2000 Language Assistants working in the Region of Madrid this school year. This number can be broken down into four groups, as specified below:

- **Bilingual Primary Schools**

These Language Assistants carry out their activities in the Primary Schools that are part of the Bilingual School Programme in the Region of Madrid. There are 353 schools in the Programme and over 1180 Language Assistants who, 16 hours a week, attend the schools they have been appointed to, and support the teaching of English. They receive an allowance from the Madrid Regional Ministry of Education, Youth and Sport.

- **Bilingual Secondary Schools**

There are 118 Secondary Bilingual Schools. These schools will be assigned over 450 English-speaking Assistants, who will collaborate 16 hours a week with their teachers. They receive their stipend from the Madrid Regional Ministry of Education, Youth and Sport.

48 of the Language Assistants appointed to these Bilingual Secondary Schools are bound to a collaboration agreement signed between the Region of Madrid and the Fulbright Commission. They also receive their stipend from the Madrid Regional Ministry of Education, Youth and Sport.

- **French and German Language Sections**

There are at present 15 French Language Sections and 4 German Language Sections in our Secondary Schools. During the year 2015-2016 at these schools there will be a total of 31 French-speaking Language Assistants and 8 German-speaking Language Assistants helping teachers in the classroom for 16 hours a week. They receive their stipend from the Madrid Regional Ministry of Education, Youth and Sport.

- **Assistants assigned to other Secondary Schools**

The Spanish Ministry of Education, Culture and Sport assigns Language Assistants to the State Secondary Schools in the different regions of Spain. 88 Language Assistants have been appointed to the Region of Madrid and are financed by the Spanish Ministry of Education, Culture and Sport. These Language Assistants help the foreign language teachers in the classroom for 12 hours a week, supporting the work of foreign language teachers. They receive their stipend from the Spanish Ministry of Education, Culture and Sport.

In addition, this course the Region of Madrid will finance 219 English Language Assistants to support the English department at all schools, for 16 hours a week.

Regardless of the type of school they have been assigned to, all Language Assistants share the same rights and responsibilities as outlined in other sections of this Language Assistant Handbook.

Language Assistants are generally young people who are about to complete their university studies, or who have recently finished them.

1.1 BILINGUAL PRIMARY SCHOOLS

This Bilingual Programme is a pioneering experience, not only in Spain, but in the rest of Europe, as well.

During the school year 2004-2005, the Madrid Regional Ministry of Education implemented the Bilingual School Programme. Its objective was to improve its students' English level and offer them a more thorough preparation so as to facilitate their access to the opportunities emerging from an increasingly globalized labour market and professional world.

The Programme aims to improve the quality of our Education System, while respecting the principal of equal opportunity for all students, regardless of the social, economic or differences of any other nature.

The main objective of the Madrid Regional Ministry of Education, Youth and Sport has been from the very beginning to teach students to communicate correctly both in written and spoken Spanish and English throughout their educational experience. Students are expected to be familiar with and use a variety of communicative resources in both languages, and to reach the necessary communicative competence in English to be able to cope with everyday situations comfortably.

At Bilingual Schools, at least one third of the 25-hour schedule is taught in English, but in most cases it is as much as 40%. As well as English Language, any subject can be taught in English, except for two: Spanish Language and Mathematics, which must be taught in Spanish.

The Principal is responsible for the Bilingual Programme, although the coordination of this Programme corresponds to the Bilingual Coordinator, who is appointed by the school's Principal.

In Bilingual Schools, both languages must coexist naturally, and this should be fostered by the school environment. Children address their teachers in English or in Spanish, depending on the language they receive instruction in. The idea is to create an appropriate linguistic context so that children can communicate and manage both languages, freely and spontaneously.

One of the Programme's assets are the Twin Schools, a network of schools in The United Kingdom, Canada and The United States, and which enables exchanges between students and teachers from these countries.

Language Assistants are an essential part of the Bilingual School Programme. During the school year 2015-2016, over 1180 Language Assistants will be appointed to the region's Bilingual Primary Schools. Language Assistants come from different English-speaking countries such as The United States, Canada, Australia, New Zealand, The United Kingdom and Ireland. Although most of them are not qualified teachers, they support teachers in the classroom, collaborating so as to develop the various activities to their fullest.

These Language Assistants work 16 hours a week in the classroom. At the discretion of the Principal, they can spend up to two hours a week per school teaching conversational English to other members of the school staff. These two hours can be undertaken by one or two Language Assistants, but can never exceed two hours in total. They will also attend any necessary meetings so as to ensure that the Programme runs smoothly.

Their main responsibility is to provide language support in the subjects of English, Natural Sciences, Social Sciences, Music, Arts and Crafts, Physical Education and Social and Civic Values.

Annual external assessments help to confirm the quality of the Programme and are carried out by Trinity College of London and the University of Cambridge ESOL-Examinations. Second, fourth and sixth grade students from Primary Schools, and 2nd and 4th from Secondary Schools sit these exams at the end of each two-year period so as to determine their linguistic competence. This examination is not compulsory, and each teacher decides which students should take it. However, the sixth grade students who wish to continue their secondary education must sit one of the English language exams established by the Comunidad de Madrid.

During 2014-2015 some 60,000 students sat these assessment exams.

In accordance with the progressive implementation of the Programme, students from 36 Bilingual Schools will be starting sixth grade this year, those from 35 Bilingual Schools will be in fifth grade, 21 Bilingual School students will enrol in fourth grade, 18 schools will have students

in third grade, 18 in second grade, and 13 Bilingual School students will be receiving bilingual instruction in first grade.

At present, 43% of state Primary Schools in the Region of Madrid are bilingual.

1.2 BILINGUAL SECONDARY SCHOOLS

In order to guarantee the continuity of the Bilingual Programme implemented in Primary Schools, 118 Bilingual Secondary Schools have been created, 12 of which will begin to implement the Bilingual Secondary School Programme in the first grade of Compulsory Secondary Education, during the school year 2015-2016.

So as to be able to cater for the learning needs and diversity of the student body, all the pupils enrolled in Bilingual Secondary Education will study either in the Bilingual Section or in the Bilingual Programme.

In the Bilingual Section:

- Students study one hour of English Language and Literature a day, following the “Advanced English” curriculum designed by the Madrid Regional Ministry of Education, Youth and Sport.
- In first, second, third and fourth grade of Compulsory Secondary Education, Geography and History, Science and Biology and Geology are taught in English.
- The rest of the subjects can be taught in English, as well, with the exception of Mathematics, Spanish Language and the chosen Second Foreign Language.
- The subjects taught in English follow the Curriculum of the Region of Madrid.
- Tutorials are also carried out in English.
- At least one third of the weekly teaching will be in English.

In the Bilingual Programme:

- Students study English Language one hour a day.
- Tutorials can be taught in English and at least one other subject has to be taught in English.
- Classes can be grouped by the students’ level of linguistic competence in English.
- Students will take part in extra-curricular activities in English, fostering a bilingual environment which, in turn, encourages them to practice their communicative skills in this language.

Once the students have completed their studies in the Compulsory Secondary Education stage, they may continue their bilingual studies in 1st Baccalaureate.

Students in 1st and 2nd Baccalaureate will extend their studies in English in different ways depending on the secondary school.

Bilingual Secondary Schools will have a Coordinator or Deputy Head of Studies who will coordinate the subjects taught in English, and will also supervise the Language Assistants who help to implement the Programme. The role of Language Assistants is to provide teachers with classroom support and help them design and develop teaching activities in all subjects taught in English language.

Language Assistants play an important role in the Bilingual Programme, with assistants coming from different English speaking countries, such as The United States, Canada, Australia, New Zealand, The United Kingdom and Ireland. Although they are not entitled to teach autonomously, they help the teacher in the classroom and provide important linguistic support.

These Assistants work a total of 16 hours a week in the classroom. At the Principal's discretion, they can spend up to two hours (from these 16 hours) a week teaching conversational English to other members of the school staff. They will also have to attend any necessary meetings so as to ensure that the Programme runs smoothly. Their main task is to support all the subjects taught in English Language.

1.3 SECONDARY SCHOOLS WITH FRENCH AND GERMAN LANGUAGE SECTIONS

The Programmes of these Sections were designed to cater for European linguistic and cultural diversity, to foster cooperation among countries, to facilitate professional mobility, and to encourage participation in European educational exchange Programmes, at both student and university levels. Their aim is to improve the learning of foreign languages, to promote multilingualism and awareness of different cultures, as well as attitudes of tolerance and respect, and to reinforce the notion of European identity. They also focus on improving the linguistic and didactic competences of foreign language teachers and teachers of other subjects participating in these Programmes.

The Madrid Regional Ministry of Education, being fully aware that the need to communicate in a foreign language in today's society was becoming greater and greater, and that as a result, an even greater commitment was required from the Educational Administration, reached an agreement with the Embassy of the Republic of France in 2005, and at the beginning of the 2006-2007 school year, French Language Sections were set up in 12 Secondary Education schools. Likewise, German Language Sections were implemented in two Secondary schools that same year. At present, there are 15 French Language Sections and 4 German Sections, to which 39 Language Assistants have been assigned: 31 and 8 accordingly.

In the Language Sections, 5 class periods a week are devoted to the foreign language that the students have chosen to be their first foreign language within the Programme, and 2 or more subjects are taught in that language, as well. Language Assistants will support the teachers of French or German and the subject teachers who teach Geography and History, Science, Art and Visual Sciences, Technology, Physical Education and Music, among others.

In 1st and 2nd Baccalaureate, students can receive 5 hours a week of the corresponding language of the Section, and instruction in that language in at least one of the core subjects of their curriculum, following ORDEN 4634/2010, dated 3 September, in which it is stated that the Language Section Programme will be extended to this level of studies in the Secondary schools with Language Sections in the Region of Madrid. Additionally, in 1st Baccalaureate at least one of the core subjects will be taught in the language of the Section.

Schools with Language Sections rely on a Deputy Head of Studies to organize and coordinate the Bilingual Programme, the subjects within the Programme, and the Language Assistants. Under the supervision of the Deputy Head of Studies, Language Assistants help to carry out the Programme successfully.

There are 6 Secondary Schools with linguistic sections also offering the Bachibac Programme, which allows the Baccalaureate students to achieve a double Baccalaureate degree in Spanish and French.

The Programme includes a mixed curriculum integrating the contents of the French Educational System. At least one third of the timetable is taught in French, including French Language and Literature, History and optionally other non-linguistic subjects. The curriculum follows the structure and hours of attendance of the educational system in the Region of Madrid. The hours assigned to French Language and Literature and History of Spain and France have been increased in at least one hour a week to reach the objectives of the mixed curriculum.

At the end of the second year of the Baccalaureate studies, the students who wish to obtain the double degree have to sit an external exam that will allow them to receive the Baccalaureate Certificate issued by the French Ministry for National Education. This test also certifies a B2 level of French according to the European Framework for Languages

(CEFR). This double degree allows students to access higher education, vocational training and the labour market both in Spain and in France.

Language Assistants play an important role in the Language Sections. During this school year 2015-2016 39 Language Assistants coming from different countries, have been appointed to these Language Sections. Although they are not trained teachers, Language Assistants provide valuable support where lessons are taught in a foreign language.

These Language Assistants work 16 hours a week in the classroom. At the discretion of the Principal, they can spend up to two hours a week per school teaching conversational English to other members of the school staff. These two hours can be undertaken by one or two Assistants, but can never exceed 2 hours in total. They will also attend any necessary meetings so as to ensure that the Language Section runs smoothly. Their main task is to support all the subjects taught in each Foreign Language.

1.4 ASSISTANTS APPOINTED TO OTHER SCHOOLS

This school year, the Region of Madrid has placed 273 Language Assistants at Non-Bilingual Secondary Schools. These Language Assistants support the English Department.

1.5 LANGUAGE ASSISTANTS FINANCED BY THE SPANISH MINISTRY OF EDUCATION, CULTURE AND SPORT

A number of 88 Language Assistants are financed by the Spanish Ministry of Education, Culture and Sport and have a commitment of 12 hours a week, except for the speakers of English-speaking countries who devote 16 hours a week to being in the classroom.

2. LANGUAGE ASSISTANTS AND THEIR SCHOOL

Upon arrival, the Principal, the Deputy Head of Studies, the Coordinator or the Head of Department, along with other members of the teaching staff, will introduce the Language Assistants to the routines of the appointed school.

They will provide information on how the centre works and its regulations, current projects within the school, subject programming for the year, extracurricular activities in the school, etc.

Where possible, they will also help Language Assistants with the location and area of the school, including information on the following:

- Searching for accommodation
- Public transport
- Healthcare (health centres, emergency services, etc.)
- Help with the police official process
- Opening a bank account
- Public libraries
- Sports and cultural centres
- Spanish classes (Official School of Language, Universities..)

2.1 SUPERVISING THE LANGUAGE ASSISTANT'S ACTIVITY

1. The School

- The Principal is responsible for the Language Assistant while at the school.
- The Principal will appoint the Deputy Head of Studies, the Coordinator or the Head of Department to supervise and coordinate the Language Assistant's activities.

2. Absences, Attendance and Punctuality

- Any absence must be applied for in writing and accepted by the Principal in writing.
- Attendance and punctuality will be recorded monthly and made available to the Madrid Regional Ministry of Education, Youth and Sport upon request.
- Any leave of absence must be previously authorized by the Principal who will, in turn, take the necessary measures to ensure that absences for personal reasons do not have negative repercussions on the school. At any moment, and when the Principal considers it necessary, he/she may bring this information to the attention of the *Subdirección General de Programas de Innovación*.
- If, for whatever reason, a Language Assistant were to fail to report to his/her school without duly justifying his/her absence, the Principal should inform the *Subdirección General de Programas de Innovación* immediately so as to cover the vacancy as soon as possible.

3. Timetable

- Language Assistants must comply strictly with their designated timetable.

4. Meetings

- Although Language Assistants are not active members of the teaching staff, they may be invited by the Principal to attend the staff meetings.

5. Incidents

- The school will report any incidents, such as resignations, long-term illnesses, etc., to the *Subdirección General de Programas de Innovación*.

6. Evaluation of Performance

- If a school is not entirely satisfied with the Language Assistant's performance, the Principal will submit a report requesting that the Assistant be dismissed, and another Assistant will take his/her place.
- The school Principal will submit a report on the Language Assistant's performance at the school to the *Subdirección General de Programas de Innovación*. This document is required if the Language Assistant wishes to continue participating in the Programme (see "Renewals").

7. Subdirección de la Calidad de la Enseñanza

- The *Subdirección General de Programas de Innovación* at the Madrid Regional Ministry of Education, Youth and Sport will provide both schools

and Assistants with all the necessary information regarding their obligations and responsibilities.

- Throughout the school year, the school management and the Madrid Regional Ministry of Education, Youth and Sport will coordinate the supervision of the Assistants' activities.

3. OBLIGATIONS AND RESPONSIBILITIES

As previously mentioned, Language Assistants depend directly on the school Principal who takes overall responsibility for the Bilingual Programme and for the Language Assistants in their school. They may delegate their responsibilities in the Coordinator (in Bilingual Primary Schools), the Deputy Head of Studies (in Language Sections of Bilingual Secondary Schools), or the Head of Department (in Non-bilingual Secondary Schools). These staff members will offer the Language Assistant guidance, and introduce him/her to other members of the staff and make sure that they are welcomed satisfactorily.

Language Assistants are expected to inform the Principal, the Deputy Head of Studies, the Coordinator or the Head of Department of any incident that might arise while working at the Primary School/Secondary School. The coordinator will help them resolve problems regarding practical issues during their stay in Madrid. Furthermore, Language Assistants will report any irregularity while carrying out their tasks to the *Subdirección General de Programas de Innovación*, especially when these involve taking on responsibilities that are beyond the scope of their position (SEE INFORMATION AND CONTACT).

The Principal will inform the *Subdirección General de Programas de Innovación* of any irregularity or the Language Assistant's failure to carry out his/her duties as required.

3.1 KEY OBLIGATIONS OF A LANGUAGE ASSISTANT

In order to optimize the Language Assistant's performance the fullest, their entire schedule should be devoted to carrying out activities with the students. Their responsibilities include, among others:

- To speak in their mother tongue to the students.
- To help teachers plan their lessons, providing linguistic support in the classroom.
- To follow teachers' instructions, cooperating with him/her at all times.
- To strictly comply with the designated timetable.
- To reinforce primarily, the students' oral skills in their foreign language, and to promote other cultures. As native speakers, they should be in constant contact with the students.
- To motivate the students' and to foster interest in the language and culture of their English/French/German/Italian-speaking countries.
- To encourage the participation in training initiatives and in the learning and teaching of languages. Their presence in the classroom and at the school should be a source of ideas, creativity and new resources.
- To carry out specific conversational tasks.
- To attend the language laboratory, computer room and multi-media centre with the students.
- To provide teaching material, especially authentic material from their countries of origin.
- To take part in a variety of activities. The Deputy Head of Studies/Coordinator/Head of Department, along with the school administration, will decide what activities the Language Assistant will participate in: staff meetings, informal discussions, class presentations or the designing of teaching material.
- To attend meetings along with the rest of the bilingual staff in order to organize class activities and plan ahead.
- To teach other members of staff their native language: if authorized by the

Principal, the Assistants whose weekly schedule is 16 hours long may devote 2 of these hours a week to conversation class given to members of the teaching staff. The maximum time given to the members of the staff is two hours, which can be assumed by one or two Language Assistants.

- To carry out any other related activities.

It is important to remember that Language Assistants are not qualified teachers and therefore are not responsible for assessing, marking or supervising the students, inside or outside the classroom.

Therefore, Language Assistants should not be requested to carry out the following tasks and/or activities:

- To programme lessons or end-of-year reports.
- To assess or mark students' work.
- To correct exercises.
- To meet parents or perform any other specific activities which correspond to the teacher.
- To supervise the playground or the dining hall.

On a voluntary basis, and when authorized by the school administration, Language Assistants may take part in a variety of extra-curricular activities: field trips, academic exchange programmes, visits to museums and exhibits, sports events, etc.

Language Assistants may, with the permission of the school management, use services, resources or facilities available (for example, the cafeteria) provided that this does not interfere with the smooth operation of the school.

3.2 KEY RESPONSIBILITIES OF A LANGUAGE ASSISTANT

Language Assistants are required to:

- Report to the appointed school on the established date printed in the *letter of appointment*.
- Complete their stay at the school according to the dates established by the Comunidad de Madrid.

The duration of the appointment is as follows:

- 1 From October 1st to June 30th for language assistants funded by the Madrid Regional Ministry of Education, Youth and Sport.
- 2 From September 15th to June 15th for Language Assistants appointed through the Fulbright Commission.
- 3 Languages Assistants funded by The Spanish Ministry of Education, Culture and Sport who are assigned to Secondary schools must be available from October 1st to May 31st.

Language Assistants must:

- Consult the official website on a regular basis:
<http://comunidadbilingue.educa2.madrid.org/>
- Fulfill their assigned timetables and follow regulations regarding attendance and punctuality during the course of the school year.
- Perform the tasks and carry out the activities assigned by the Deputy Head of Studies Coordinator/ Head of Department, as delegated by the Principal.
- Become familiar with their school's specific regulations from the beginning of the school year to ensure proper integration into the school community.

- Present the required final report and assessment of the year.
- Justify absences to the Principal in writing.
- Contact the school management to ensure appropriate action is taken in case of absence or illness.

NEW Language Assistants must:

- Attend the Orientation Session (“*Jornada de Orientación*”) organized by the Madrid Regional Ministry of Education, Youth and Sport as stated in the letter of appointment. Please consult the web page for dates and information.

3.3 ABSENCES FROM SCHOOL

MEDICAL ABSENCES

Language assistants must contact their schools by phone as soon as an unexpected illness arises, providing medical justification.

In case of a long absence, the Principal must be informed as soon as possible. It is the Principal who will let the school’s Advisor in the *Subdirección General de la Mejora de la Calidad de la Enseñanza* know, so that appropriate measures can be taken.

When a Language Assistant is absent for a medical reason and for a period longer than three days, a written medical report must be presented to the Principal ensuring she/he is totally recovered.

MEDICAL APPOINTMENTS

All medical appointments should be made **out of school hours**. In case of specific tests which require an appointment during the school hours, permission must be requested in writing and granted by the Principal also in writing.

If there were need of an annual revision away from the Comunidad de Madrid, this should take place during the holiday period and not during the school term.

AUTHORISED PERMISSIONS

All exceptional permissions should be requested from the Principal in writing, clearly justifying the reason for such an absence. When the school authorises the aforementioned permission also in writing, the Principal will inform the school advisor at the *Subdirección de Mejora de la Calidad* as soon as possible.

If the school does not have an advisor, the Principal should contact the language assistant team. See contact details in section 8 in the Language Assistant’s Handbook.

As a general rule, any unauthorised absence will result in an end to the assistant’s appointment.

4. ADMINISTRATIVE DETAILS AND REQUIREMENTS

The Madrid Regional Ministry of Education, Youth and Sport is one of the eight Regional Ministries which make up the government of Madrid. This Ministry and through the Dirección General de Innovación, Becas y Ayudas a la Educación and the Subdirección General de Programas de Innovación, manages the organization of the Bilingual Programme and the Language Sections at Secondary Schools.

The Spanish Ministry of Education, among other organizations, provides the Madrid Regional Ministry of Education, Youth and Sport with Language Assistants by means of an agreement signed by both parties.

4.1 APPOINTMENT

Every Language Assistant in the Region of Madrid will receive an official letter of appointment for the length of a school year. This document must be taken to the school upon arrival.

The letter of appointment, that Language Assistants from outside the European Community will receive, includes information regarding medical insurance, payment and timetables necessary for a Schengen visa. This visa must be applied for at the Spanish Consulate in the country of origin, and it may take up to eight weeks to be processed.

4.2 PROCEDURES FOR NEW LANGUAGE ASSISTANTS

Language Assistants must organise their legal residence status in Spain. Upon arrival in Spain, Language Assistants must request either the “**Certificado de Registro**” (EU members) or the “**Tarjeta de Identidad de Extranjero/TIE**” (non-EU citizens).

Both documents contain the **Foreign Identity Number (NIE)**. This number allows you to live in Spain legally and is essential for all kinds of procedures whilst in Spain, including financial transactions (for example opening of a bank account).

Once the **Certificado de Registro or TIE** has been obtained (whichever is applicable) Language Assistants are asked to provide the **NIE number** as quickly as possible to the school’s Secretario (Language Assistants funded by the Region of Madrid) or to the Spanish Ministry of Education, Culture and Sport (Language Assistants funded by the latter) in order to be able to receive payment.

These procedures may vary, so we recommend you go to the section ‘**Extranjería**’ on the website of Ministerio del Interior:

<http://www.seap.minhap.gob.es/es/servicios/extranjeria.html>

Language Assistants from the European Union

Language Assistants from the European Union living in Spain for more than three months are required to apply for registration at the Registro Central de Extranjeros. The document is called CERTIFICADO DE REGISTRO. It holds a number called “N.I.E. (número de identificación de extranjeros)”. The deadline is three months from the date of entry into Spain.

Web page to apply for an appointment:

<https://sede.administracionespublicas.gob.es/icplus/citar>

(Select “Madrid” and “Certificados UE”)

Documents needed on the day of the appointment:

- Your official letter of appointment (2 copies)
- European medical card (original and photocopy)
- Passport or Identity card (original and photocopy)
- Receipt form for having paid the required fee (Modelo790, código 052), previously collected at the Oficina de Extranjería. Click [HERE](http://www.interior.gob.es/web/servicios-al-ciudadano/tasas/extranjeros) for the exact amount
- EX-18 form:
http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/18-Certificado_Residencia_comunitaria.pdf

Language Assistants from outside the European Union

Language Assistants must obtain the foreign identity card (“**TIE**”) within one month of arrival to Spain, in the “Oficina de Extranjería”. The document allows you to stay in Spain legally as **a student** in this programme for the same period of time as stated in your letter of appointment.

Your **TIE** will show an identification number **NIE**, your personal data, a photograph, your fingerprint, the validity and the reasons for your stay in Spain.

Appointments should be requested personally at the webpage <https://sede.administracionespublicas.gob.es/icpplus/citar> and you have to choose the provincia “Madrid” and the procedure (trámite) “Expedición de tarjeta de identidad de extranjero (huella)”

Your appointment will be at:

Brigada de Extranjería
Avenida de los Poblados s/n. Metro Aluche.
Opening hours: 9 h. to 13 h.

Important: The Consejería de Educación, Juventud y Deporte will advise new language assistants during the Induction Session in September about these procedures. The web site should be consulted on a regular basis for updated information. It is essential that all NEW Language Assistants attend these meetings.

IMPORTANT: A copy of your letter of appointment should be kept on you at all times in order to justify your presence in Spain.

4.3 SECOND YEAR PARTICIPATION IN THE PROGRAMME

It is generally possible for Language Assistants to continue participating in the same school for a second year, but different nationalities must follow specific application procedures.

In addition to these specific application procedures, all Language Assistants who wish to continue in the Programme for another year must submit a Second Year Participation application form to the Principal of their school, who will forward a report form to the Subdirección General de Programas de Innovación. When and where this report is to be presented will vary according to how the language assistant is funded. Schools will be informed about the deadlines and the way applications and reports have to be sent.

Only those Language Assistants who receive a positive report from their schools will be eligible to participate in the Programme for a second year, and this is always at the same school.

RENEWING YOUR RESIDENCE IN SPAIN:

a) European Language Assistants:

European Language Assistants do not need to renew their *Certificado de Registro*, as the document is valid for 5 years.

b) Language Assistants, non-members of the European Union:

Once the request to continue in the programme has been approved, the language assistant must apply for renewal of his/her foreign student Identity Card TIE, according to the instructions on the Ministry website: www.mpt.gob.es/servicios/extranjeria.html.

Please check Language Assistant's website:

<http://comunidadbilingue.educa2.madrid.org/aux.conversacion>

4.4 RESIGNATIONS

Resigning Language Assistants must submit a letter of resignation to the Dirección General de Innovación, Becas y Ayudas a la Educación (auxiliares.conversacion@educa.madrid.org) and the Educational Institution they are employed through (i.e., the British Council, CIEE, Franklin...).

If you entered the programme through PROFEX, Language assistants are requested to contact: auxiliares.extra@mecd.es

Resignation should be informed of as soon as possible, in order to find a replacement.

Resignations during the academic year (once working at the school): Language Assistants wishing to leave the Programme must submit their written resignation by letter, fax or email to the Principal of the School, who will send it to the *Dirección General de Innovación, Becas y Ayudas a la Educación*.

4.5 OFFICIAL DOCUMENTS

Issued by the Dirección General de Innovación, Becas y Ayudas a la Educación:

- *An official Letter of Appointment* will be issued by the *Dirección General de Innovación, Becas y Ayudas a la Educación* to all Language Assistants funded by the Region of Madrid.

Issued by the School Principal:

- *A report drawn up by the Principal* for those Language Assistants who wish to continue in the Programme for a second year (Solitud de Participación). Schools will be informed of the procedure.
- *A Certificate of Completion of the Appointment* indicating the activities carried out by the Language Assistant during the school year, signed by the Principal (Carta de Aprovechamiento).

To be submitted by the Language Assistant:

- *A final report of activities*, prepared by language assistants, which will be submitted online at the end of the course.
- *Evaluation questionnaire* completed at the end of the school year and submitted online.

4.6 CONDITIONS OF THE APPOINTMENT

Language Assistants in Spain are pre-selected by the educational authorities of their home countries in accordance with the conditions stated in the respective bilateral agreements and with the regulations and their corresponding implementation in the said countries.

Language Assistants appointed to Bilingual Schools, Language Sections and the English Department in the Region of Madrid will carry out their activities during one school year, from October 1st to June 30th. They will receive 1,000 Euros a month to help with food and housing expenses in Spain.

Language Assistants the Spanish Ministry of Education, Culture and Sport assigns to the different autonomous regions and that the Region of Madrid receives every year are placed in Secondary Schools that are not part of the Bilingual Programme or do not have Language Sections. They receive their stipend from the Spanish Ministry of Education, Culture and Sport from the 1st October to the 30th of May.

Language Assistants who are bound to the collaboration agreement signed with the Fulbright Commission and who carry out reinforcement activities in state schools of the Region of Madrid begin their classes on the 15th of September and finish on June 15th. They receive their stipend as detailed in the above-mentioned agreement.

This monthly stipend will either be deposited into a bank account – in which case Language Assistants are advised to open one as soon as possible – or paid by means of a personal cheque.

If a Language Assistant fails to comply unjustifiably with his/her duties, the school could discount the corresponding proportional part from his/her stipend. If payment had already been made, the school could request the Assistant to refund this sum.

Language Assistants funded by the Region of Madrid will be placed in state funded Infant, Primary and Secondary Schools. When necessary, an Assistant could work at two schools, depending on the characteristics and number of class groups. Each school will be responsible for the payment of the corresponding proportional part and for sending the Language Assistant's documents to the Dirección General de la Mejora de la Calidad de la Enseñanza (ORDEN 2670/2009, de 5 de junio, *por la que se regula la actividad de los Auxiliares de Conversación seleccionados por el Ministerio de Educación y por la Comisión de Intercambio Cultural, Educativo, y Científico entre España y los Estados Unidos de América en centros públicos de la Comunidad de Madrid*. B.O.C.M Núm.161, jueves 9 de julio de 2009. *Modified by la ORDEN 162/2011, de 21 de enero.)

All the legal paperwork regarding room-and-board, as well as the expenses derived from the trip to and from the home country, will be paid for by the Language Assistant. The schools will offer guidance and advice while looking for suitable housing. Therefore, Language Assistants should contact the school management as soon as possible to help them find the best possible lodging.

4.7 SCHEDULE

Language Assistants appointed to Primary and Secondary Schools in the Region of Madrid, with exception of those financed by the Spanish Ministry of Education, Culture and Sport, work 16 hours a week. Two of these hours can be devoted to teaching the language of their country to the teachers in their school, if requested by the Principal. A total of two hours maximum per school can be devoted to the teachers. Except for these two hours, when applicable, the rest of the Language Assistant's schedule must be devoted to the pupils, in the classroom.

The schedule will be distributed over four working-days. Schools will organize the schedule so that Language Assistants will have one day a week off, preferably either Monday or Friday. If a school has more than one Language Assistant they will not have the same day off in order to maintain smooth operation in the schools. Language Assistants who share schools will spend half of their time at each school, but will, under no circumstances, spend more than 16 hours a week in the classroom or attend both schools on the same day. Their timetable will be agreed on by both Principals.

French and German speaking Language Assistants appointed to a post in the Spanish Ministry of Education, Culture and Sport's programme will devote 12 hours a week to their schools.

The School Principal is responsible for setting up the Language Assistant's schedule. When designing this schedule, the Principal should bear in mind that the Assistant's priorities are his/her commitment to the Programme, to previous ministerial agreements and to the corresponding language department.

The school week in the Region of Madrid is from Monday to Friday. Most of Infant and Primary schools have class both in the morning and in the afternoon. **The timetable in June might suffer changes as there are no afternoon classes during this month. Language Assistants will continue to work 16 hours a week.**

Secondary Schools with Language Sections may have classes in the afternoon.

As well as the 16 hours spent in the classroom, the Language Assistants may be asked by the Principal to participate in other activities for 2-3 hours a week to ensure the correct development of the programme.

4.8 CALENDAR

Language Assistants are entitled to the same holidays as the rest of the teachers at the appointed school. Please check the school calendar for the 2014-2015 school year and ask the school for the local holidays. These may differ depending on the location

Access the calendar for the year 2014-2015* for schools in the Region of Madrid.

4.9 HEALTH INSURANCE

Language Assistants in the Region of Madrid must be covered by an insurance policy for the length of their stay.

- **Language Assistants from the European Union**

All Language Assistants from the European Union must ensure they come to Madrid provided with their own European Health Card. They should apply from their local authorities prior to their arrival in Spain.

This card allows them to receive emergency medical treatment in local health centres, or at Social Security hospitals.

- **Language Assistants from outside the European Union**

Language Assistants from outside the European Union coming into the programme through Profex will be provided with a health insurance by the Region of Madrid. To ensure that no additional charges are incurred, it is important that you only attend the medical centres and hospitals outlined in your health insurance policy. Please find useful telephone numbers in section 9 of this handbook.

Language assistants coming into the programme through CIEE are covered with a health insurance issued by this organization and have to contact CIEE in case they need medical assistance.

- **Language assistants funded by the Ministry of Education, Culture and Sport**

Language assistants should discuss their health coverage with the Spanish Ministry.

5. ORIENTATION

Information is essential to ensure the successful implementation of the Bilingual Programme in the Region of Madrid. The Madrid Region Ministry of Education, Youth and Sport has designed an Orientation Session for the Language Assistants which will take place in September. **Attendance of these sessions is compulsory for all NEW Language Assistants in Madrid.** The dates and place will be announced on the website: <http://comunidadbilingue.educa2.madrid.org/aux.conversacion>

This orientation session will be held at the end of September. During these sessions we will welcome the new Language Assistants in our region and provide information regarding their obligations and responsibilities as Language Assistants. Attendance will be registered.

The contents of this orientation are multi-disciplinary and deal with theoretical and practical aspects related to Language Assistants experience in our Region and in our schools. Among other topics, during the training sessions we will deal with the following:

- Contents of the Language Assistant Handbook for the Region of Madrid: legal, administrative, educational, cultural and educational aspects of interest for the language assistant.
- The Bilingual School Programme within the Educational System of our Region.
- Language Sections in the Secondary Schools of our Region.
- Basic facts about bilingual education and teaching models: CLIL (Content and Language Integrated Learning).
- English/ French/ German/Italian teaching as a Foreign Language.
- Developing resources and teaching strategies for bilingual education.
- The role of the Language Assistant in the schools: socio-cultural, linguistic and methodological aspects.

Other institutions with offices in Madrid, such as the Institut Français, the Goethe Institute or the Fulbright Commission offer specific training to their Language Assistants. Attendance to these specific courses does not mean these Assistants are exempt from attending the Orientation Programme organised by the Madrid Regional Ministry of Education, Youth and Sport.

6. ASSESSMENT

Assessing all the aspects related to the Language Assistant's experience in the Region of Madrid is just as important as taking part in the Orientation. This assessment involves completing the following documents:

Completed by the school:

- *A report drawn up by the Principal* for those Language Assistants who wish to continue in the Programme for a second year (Solicitud de Participación). Schools will be informed of this procedure.
- *A Certificate of Completion of the Appointment* indicating the activities carried out by the Language Assistant during the school year, signed by the Principal (Carta de Aprovechamiento).
- *An online evaluation of* the Language Assistants. This must be completed by the Principal, or others delegated, including Coordinators, Deputy Heads of Studies (bilingual schools or school with language departments), or the Heads of Departments at the end of the school year.

Access to the online evaluation:

<http://gestiondgmjora.educa.madrid.org/evalauxiliares/index.php/coordinadores>

Completed by the Language Assistant:

- *A final report of activities*, prepared by language assistants, which will be submitted online at the end of the course.
- *Evaluation questionnaire* at the end of the school year which will be submitted online.

Access to the online evaluation:

<http://gestiondgmjora.educa.madrid.org/evalauxiliares/>

NOTE: Representatives of the Ministry of Education, Culture and Sport will provide the instructions to the Language Assistants appointed by them accordingly.

7. THE EDUCATIONAL SYSTEM IN THE REGION OF MADRID

ORGANISATION OF SCHOOLS IN THE REGION OF MADRID

The school management, the executive body of the state school system, is made up of the Principal, the Head of Studies, Deputy Head of Studies and the Secretary.

It is the Principal's responsibility, among other things, to officially represent both the school and the Educational Administration. Likewise, to guarantee the fulfilment of laws and other legal dispositions, to direct and coordinate the school activities, and to manage the staff are tasks that correspond to the Principal. The Deputy Head, supervised by the Principal, presides over the teaching staff in academic and administrative related issues. He/she draws up, with the help of the rest of the management team, the teachers' and the students' timetables. The Deputy Head coordinates the actions of the different Heads of Departments. The bursar (Secretario) is responsible for administering the financial aspects.

EDUCATIONAL STAGES

Pre-school Education

This level of education is not compulsory, and is divided into two periods; the first period for children up to the age of three and a second period for children who are between three to six years old.

In both cycles, attention is devoted to helping the children to develop a positive and balanced self-image.

Primary Education

Primary Education is compulsory and free. It is a six-year programme and students are between six and twelve years of age. Children at this stage study the following subjects: Science, Social and Cultural Studies, Arts and Crafts, Physical Education, Spanish Language and Literature, Foreign Language, Mathematics, Music and Social and Civic Values.

One of the aims of Primary Education is to enable children to reach basic communicative competence that will allow them to emit and understand simple messages in everyday situations in at least one foreign language.

Secondary Education

Compulsory Secondary Education is a publicly financed, compulsory educational stage divided into four levels. Students enrolled in these levels are generally between twelve and sixteen years of age.

The subjects they study between stage one to three are: Science, Geography and History, Physical Education, Arts and Crafts, Spanish Language and Literature, a first Foreign Language, Mathematics, Technology, Music, Social and Civic Values, Biology and Geology, Physics and Chemistry and Tutorials. Students can also choose from a number of optional subjects offered by the school, one of which being a second foreign language.

The subjects studied in the fourth year are Physical Education, Geography and History, Social and Civic Values Spanish and Literature, Mathematics and a first Foreign Language. Students have to study three other additional subjects, one of which can be a second Foreign Language.

Students who have reached the basic competences and the objectives for this stage receive a Certificate in Compulsory Secondary Education that promotes them to Baccalaureate, 1st level Vocational Training, the lower certificate of Drawing and Design and Sports Training or to the labour market. If they have not successfully completed Compulsory Secondary Education, they are given an Academic Certificate which states the years and subjects studied.

Baccalaureate

Higher Secondary Education is not compulsory and is completed in two academic years. Any student who holds a Certificate in Secondary Education can enrol in this level. It is organized in different modules, it is flexible and various academic track options are available. Students can study Baccalaureate for up to four years.

There are three different modules which the student can choose between: Arts, Science, or Humanities and Social Studies. The subjects they study on the course depend upon the module they have chosen, although some subjects are obligatory for all students.

Students who have successfully completed this academic period receive a Certificate in Higher Secondary Education that enables them to access a number of higher education options. In addition to this Certificate, students who apply to universities must have previously taken and passed a university entrance exam.

Adult Education

Adult education offers those who are over 18 the possibility to acquire, complete or broaden their knowledge and capacities for personal and professional development, through official educational activities, such as Compulsory Secondary Education, Baccalaureate, and non-official courses.

These academic programmes are carried out in authorized schools.

Official Schools of Language (Escuelas Oficiales de Idiomas - EEOOI)

The Official Schools of Language are funded by the Public Administration, just as Primary and Secondary Schools are. Therefore, the instruction is accredited and the certificates issued are recognized all over Spain.

The teachers at the Official Schools of Language (EEOOI) aim to train their pupils in the correct use of the different languages, beyond the levels established in the education system. The courses are divided into three levels: basic, intermediate and advanced.

The languages offered depend on each language school, its size, its surroundings, and the teaching staff available.

Vocational Training

Specific Vocational Training is an educational option that prepares students for a professional activity and enables them to gain expertise and engage in different professions.

Vocational Training is divided into training modules whose contents are organized by forming groups geared towards different professional sectors. The theoretical and practical material taught depends on the different activities developed in a career.

The training stages include a module "placement period" ("Formación en Centros de Trabajo" - FCT) that takes place in companies or workplaces within a real working environment at the end of the stage. The aim of this module is to consolidate and conclude the training received at the schools.

8. INFORMATION AND CONTACT

- **REGION OF MADRID, LANGUAGE ASSISTANTS PROGRAMME**

Programa de Auxiliares de Conversación
CONSEJERÍA DE EDUCACIÓN, JUVENTUD Y DEPORTE
Dirección General de Innovación, Becas y Ayudas a la Educación
Subdirección General de Programas de Innovación
C/ Alcalá, 32, 4ª planta
28014 - Madrid

Website for Language Assistants in the Region of Madrid:
<http://comunidadbilingue.educa2.madrid.org/aux.conversacion>

From outside Spain access is
<http://external.educa2.madrid.org/web/auxiliares>

In case of doubts or problems, it is important that Language Assistants and schools address the appropriate contact person depending on the location and type of school the Language Assistant is appointed to.

You may contact the administration:

By email: The heading of the email should always include the attendant's name, school and town/area where your school is located.

auxiliares.conversacion@educa.madrid.org

By telephone: Always provide the caller's name, school and town/area where your school is located:

Language Assistants telephone service.

Lucio Vígara .Educational Advisor. Tel: 91 720 12 03

Leticia García Moreno. Educational Advisor. (French and German Language Sections)

Tel: 91 720 13 82

Personal meeting: Appointments need to be made with the contact person.

- **LANGUAGE ASSISTANTS FUNDED BY THE SPANISH MINISTRY OF EDUCATION, CULTURE AND SPORT**

Programa de Auxiliares de Conversación Extranjeros
MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE
Subdirección General de Promoción Exterior
Paseo del Prado, 28
28071 Madrid

<https://sede.educacion.gob.es/catalogotramites/profesores/convocatorias/extranjeros/auxiliares-conversacion-extranjeros-espana.html>

Apartado "Convocatorias de trabajo y formación"

Telephone:

- 915065594 (EU Members)

- 915065596 (Non EU Members)
- 915065716 (General Enquiries); 915505957 (Profex Enquiries)

Email: auxiliares.conv@mecd.es / auxiliares.extra@mecd.es

Email PROFEX: soporte.sede@mecd.es / profex.soporte@mecd.es

Email address for RESIGNATIONS:

- EEUU y Canadá:
renuncias.auxnort@mecd.es
- Australia, Belgium, The Netherlands and New Zealand:
renuncias.auxextra@mecd.es

Website: Language Assistants Programme of the Spanish Ministry of Education, Culture and Sport

9. USEFUL ADDRESSES

- **COMUNIDAD DE MADRID**

This website contains useful information for Language Assistants about the Region of Madrid.

www.madrid.org

- **MADRID REGIONAL MINISTRY OF EDUCATION, YOUTH AND SPORT**

www.educa.madrid.org

- **TRANSPORTATION**

Information related to the different means of transport available and how to get to the schools at:

www.ctm-madrid.es

At this website, the link “Abono Transportes” provides you with information regarding different types of travel passes with reduced prices (Youth Pass, daily and season passes).

- **ACCOMODATION**

Websites offering a variety of housing options:

mapmagazine.com/category/accommodation-in-madrid/

www.mumdadspain.com

www.emes.es

www.milanuncios.com

www.segundamano.es

www.travelodge.es

www.infohostal.com/guia/madrid

www.HostelsClub.com

www.madridman.com

www.softguide-madrid.com

www.hostalesenmadrid.net

www.in-madrid.com

www.loquo.com

www.que.es

www.idealista.com

When looking for accommodation, assistants are advised to contact their appointed schools (the e-mail address can be found on the letter of appointment) for advice about the closest neighbourhoods or the areas more easily accessible by public transport.

Accommodation offers will also be published on our website:
<http://comunidadbilingue.educa2.madrid.org/aux.conversacion>

- **OFFICIAL SCHOOLS OF LANGUAGES**

Escuelas Oficiales de Idiomas (EEOOI) offering Spanish courses

www.educa.madrid.org/eoi

- **LIBRARIES AND CULTURAL ACTIVITIES**

www.munimadrid.es (Link: Cultura y Ocio /Bibliotecas Públicas Municipales)

- **SPORTS CENTRES**

Information regarding available sports facilities:

www.munimadrid.es (Link: Deportes)

- **OFICINA DE EXTRANJERÍA (NON EUROPEAN CITIZENS)**

Brigada Provincial de Extranjería y Fronteras de Madrid
Avenida de los Poblados s/n
28047 Madrid
Metro Aluche (línea 5)

- **NATIONAL POLICE**

www.policia.es

- **EMERGENCY HEALTH SERVICES**

1. EU Members (The Region of Madrid Health Services): www.madrid.org

2. Non-EU Members (Profex-Mapfre): <https://www.mapfre.es>

- **SPANISH EDUCATIONAL SYSTEM**

This website includes a link to a summary of the Spanish education system:
www.madrid.org

Eurydice “the information network on education in Europe”
www.eurydice.org

- **FOREIGN EMBASSIES IN MADRID**

- **Australia**

- www.spain.embassy.gov.au

- Planta 24, Torre Espacio, Paseo de la Castellana 259D,
28046, Madrid

- Phone number: 91 353 6600

Austria

www.bmaa.gv.at/madrid
Paseo de la Castellana, 91. 28046 Madrid
Phone number: 91 556 53 15 Fax: 91 597 35 79

Belgium

www.Certificatetie.be/madridfr
Paseo de la Castellana, 18. 28046 Madrid
Phone number: 91 57763 00 / 609 280 041(out of hours emergency number)

Canada

www.spain.gc.ca
Torre Espacio. Paseo de la Castellana 259D.28046
Madrid
Phone number: (34) 91 382 8400 Fax: (34) 91 3828490

France

www.ambafrance-es.org
Calle Marqués de la Ensenada 10, 28004 Madrid
Tel.: 91 7007800 Fax: 91 423 89 01

Germany

www.madrid.diplo.de
Calle Fortuny, 8. 28010 Madrid
Phone number: 91 319 91 00 Fax: 91 310 21 04

Ireland

www.irishembassy.es
Paseo de la Castellana, 46, 4th floor, 28046 Madrid
Phone number: 91 436 40 93 Fax: 91 435 16 77

Italy

www.ambmadrid.esteri.it
Calle Lagasca, 98. 28006 Madrid.
Phone number: 91 423 3300 Fax: 91 575 7776

New Zealand

<http://www.nzembassy.com/spain>
Calle Pinar 7, 3rd floor, Madrid
Phone number: 91 523 02 26 Fax: 91 523 01 71

The United States

spanish.madrid.usembassy.gov
Calle Serrano, 75. 28006 Madrid
Phone number: 91 577 40 00 Fax: 91 577 57 35

The United Kingdom

www.british-embassy-madrid.es
Torre Espacio, paseo de la Castellana 259D, floor 38, 28046, Madrid
Phone number: 91 714 64 00 Fax: 91 714 64 01

The Netherlands

espana.nlembajada.org
Torre Espacio, paseo de la Castellana 259D, 28046 Madrid.
Phone number: 91 353 75 00 Fax: 91 353 75 65

- **EMERGENCY TELEPHONE NUMBERS**

Centralized emergency information and assistance: **112**

Health/medical emergencies:

EU Members

Social Security: **061**

Non EU Members (Profex)

MAPFRE: 902 20 40 60 / 91 581 18 28

10. ANNEX

10.1 AUXILIARES WEBSITE

The following website of the Consejería de Educación, Cultura y Deporte offers a means of communication and exchange of work experiences to all Language Assistants taking part in our educational community.

It also provides general information of interest for Language Assistants and Schools, as well as access to their own emails and forums.

<http://comunidadbilingue.educa2.madrid.org>

10.2 EMAIL

Language Assistants are reminded that any change in their email address should be reported as soon as possible to:

auxiliares.conversacion@educa.madrid.org