

# LANGUAGE AND CULTURE ASSISTANTS PROGRAM IN SPAIN



GOBIERNO  
DE ESPAÑA

MINISTERIO  
DE EDUCACIÓN, FORMACIÓN PROFESIONAL  
Y DEPORTES



ACCIÓN  
EDUCATIVA  
EXTERIOR

## MINISTRY COHORT



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EXTERIOR





## Your school

- ✓ You will be a member of the Department of World Languages or of the Bilingual Program
- ✓ Your schedule will normally be 14 hours per week; 16 hours/week for Madrid placements
- ✓ You will be assigned a mentor teacher
- ✓ The following information may vary according to schools and also according to types of schools – elementary or high school.



## Where will I be?

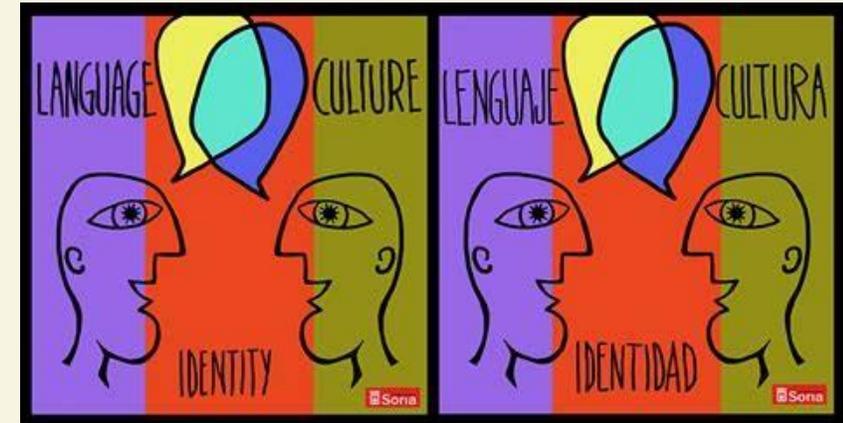
- ✓ In the English language classroom or teaching other school subjects if bilingual program
- ✓ With the teacher in the same classroom, helping out upon request
- ✓ A teacher always has to be in the classroom with you except for **break outs**:  
when the class is divided into two groups:  
one group with the teacher and another one with you





## What will I be doing?

- ✓ Helping to reinforce listening, speaking and communicative skills / Practicing vocabulary and grammar in English
- ✓ Preparing presentations on cultural aspects
- ✓ Preparing your classes, according to the teacher's instructions
- ✓ Participating in extracurricular activities: cultural, sports and theater activities, field trips, or school exchanges. It all depends on your school!





## You should **NOT** be asked to...

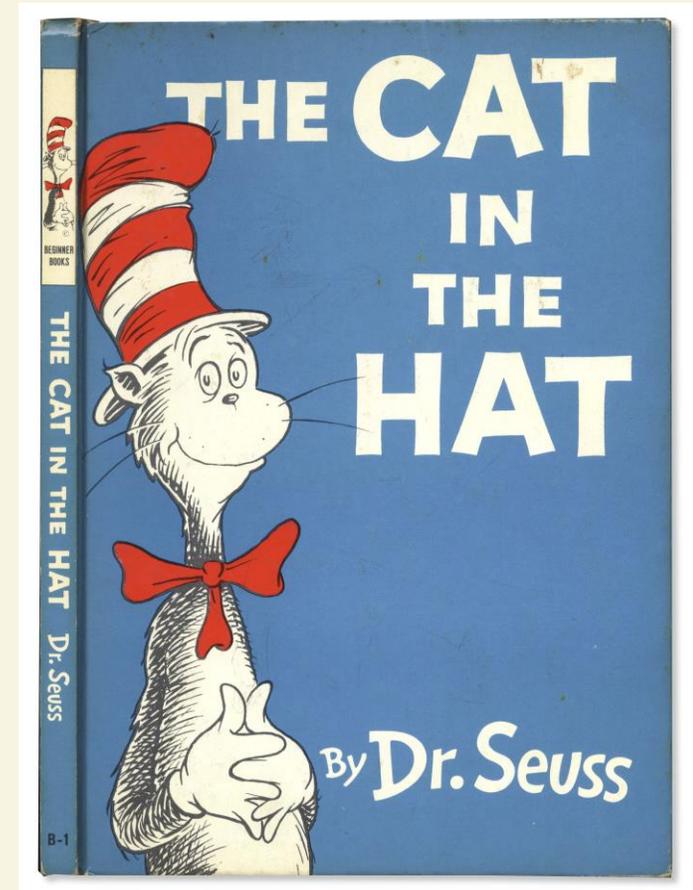
- ✓ Be fully responsible for an entire class/break outs ok
- ✓ Prepare or correct exams
- ✓ Grade students
- ✓ Supervise recess
- ✓ Have meetings with parents
- ✓ Develop curriculum/syllabus content

**NO**  
**NOT ALLOWED**



## Teaching materials

- ✓ Teachers may provide you with teaching materials or ask you to prepare your own materials according to their instructions
- ✓ Look for resources in the world language department or school library
- ✓ Online resources
- ✓ Authentic materials
  - Comics and newspapers
  - Different types of brochures
  - Photo albums
  - Children's books
  - Maps





## In the classroom

- ✓ Make sure you are firm and consistent in your tasks and with the school community rules
- ✓ Create a classroom routine
- ✓ Try to identify different student needs: language levels, interests and abilities.





## In the classroom

- ✓ Strive to address and give new points of view on cultural differences
- ✓ Earn your students' respect
- ✓ If it is allowed by your school, observe classes for a week.





## What makes a good language assistant?

- ✓ No Spanish please!  
You are a native speaker and an authentic model of pronunciation, intonation, use of grammar and vocabulary.
- ✓ Provide students with first-hand cultural information.
- ✓ You can have a great impact on the motivation of students to learn languages and about other cultures.





## What makes a good language assistant?

- ✓ Be proactive, open, receptive and flexible
- ✓ Be involved and interested
- ✓ Be on time and responsible
- ✓ Have a willingness to learn about Spain and your assigned region
- ✓ Learn about the teachers, students and the entire school community
- ✓ Build relationships with them





## Know that:

- ✓ You will be welcomed and appreciated by the students, teachers and families
- ✓ Everyone will be excited to meet you





# Personal and Career Goals

- ✓ Improve your Spanish
- ✓ Immerse yourself in a new culture
- ✓ Identify, learn from and enjoy cultural differences
- ✓ Learn more about your own country's language and culture





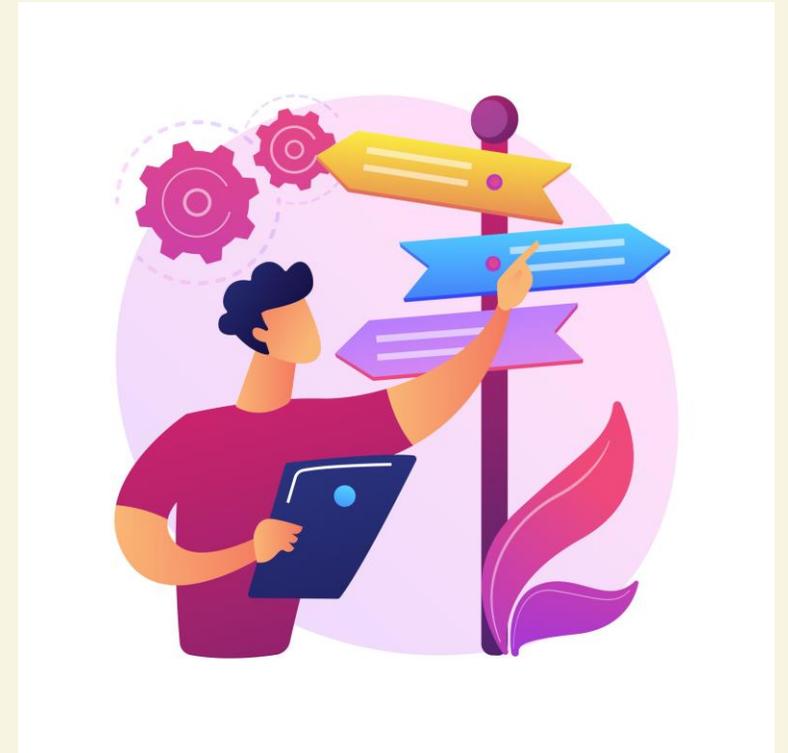
- ✓ Learn to adapt to a brand new environment
- ✓ Learn to think outside the box
- ✓ Become flexible and proactive
- ✓ Develop leadership qualities
- ✓ Develop good team work skills
- ✓ Personal growth





## Keep in mind

- ✓ You should be flexible with the schedule that the school offers you.
- ✓ Remember that most schools try to give you either Mondays or Fridays off.





## Keep in mind

Talk to your mentor teacher and the school if you find yourself in an unusual situation.

- ✓ Being assigned to teach more hours than those specified by the program
- ✓ Lack of clear instruction and preparation from your teacher(s)
- ✓ Being in charge of an entire class on a regular basis





# Keep in mind

If these situations were to arise or if you have questions or concerns, you should ask for help in the following order:

1. Your mentor teacher
2. The Department Head or Head of Studies/Principal
3. The Ministry of Education of Spain – Ministry cohort





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# CONTACT

[auxiliares.conv@educacion.gob.es](mailto:auxiliares.conv@educacion.gob.es)



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