



GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN, FORMACIÓN PROFESIONAL
Y DEPORTES



ACCIÓN
EDUCATIVA
EXTERIOR



LANGUAGE ASSISTANTS PROGRAM IN SPAIN



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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?

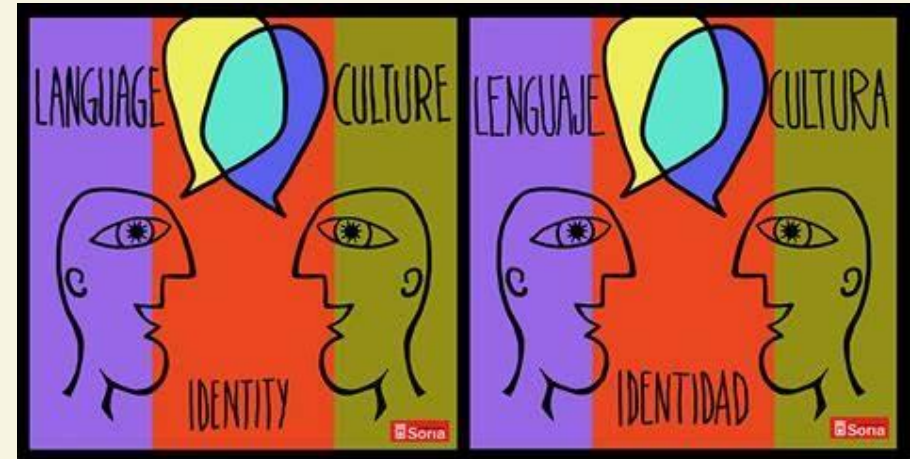
- ✓ In the English language classroom or teaching other school subjects if bilingual program.
- ✓ With the teacher in the same classroom, helping out upon request.
- ✓ A teacher always has to be in the classroom with you except for break outs.
- ✓ When the class is divided into two groups: one group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

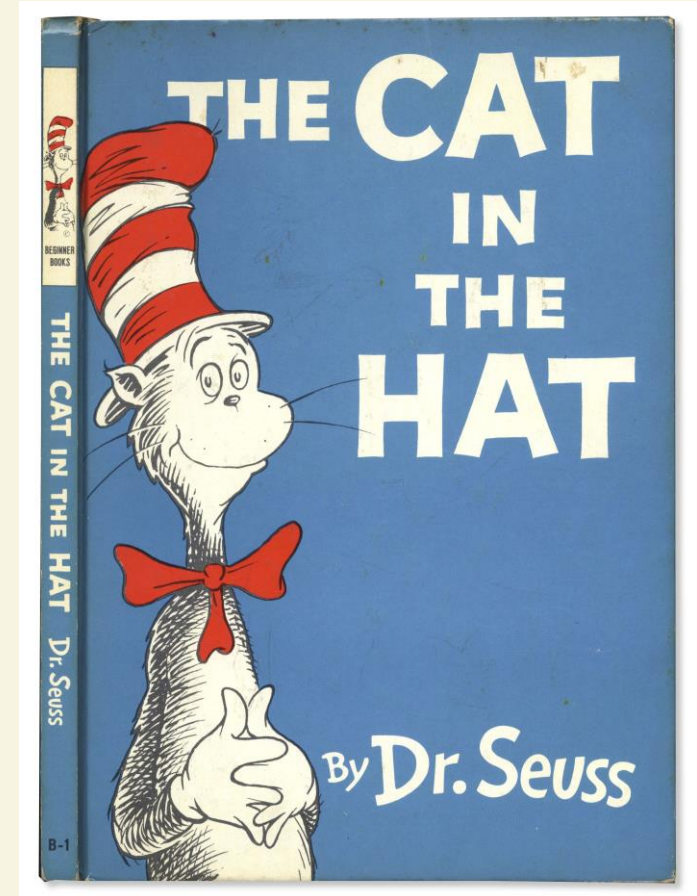
- ✓ Be fully responsible for an entire class/break outs ok
- ✓ Prepare or correct exams
- ✓ Grade students
- ✓ Supervise recess
- ✓ Speak to parents
- ✓ Develop curriculum/syllabus content

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





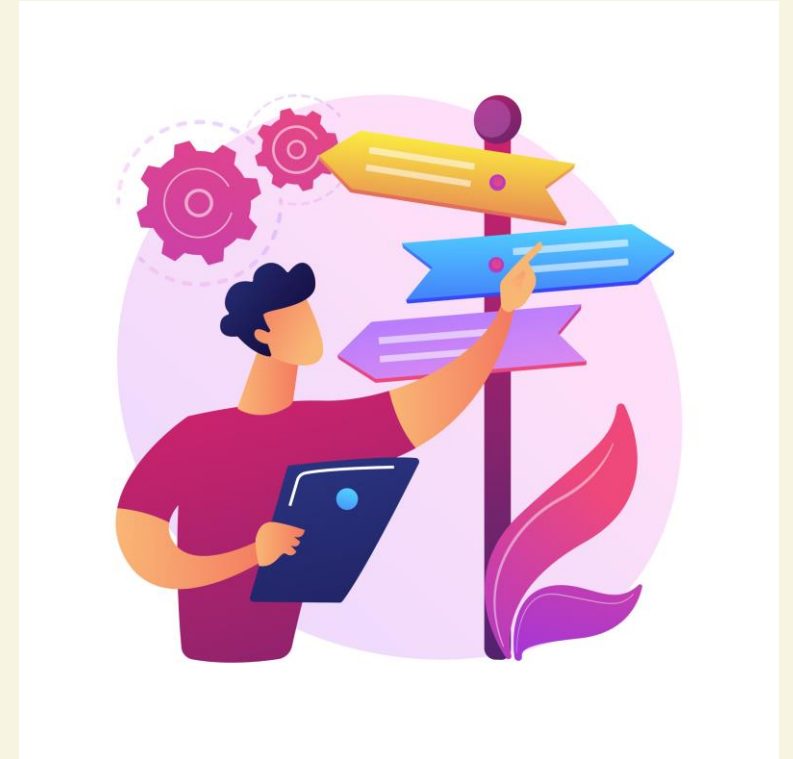
- ✓ Learn to adapt to a brand new environment
- ✓ Learn to think outside the box
- ✓ Become flexible and proactive
- ✓ Develop leadership qualities
- ✓ Develop good team work skills
- ✓ Personal growth





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
3. The Ministry of Education of Spain - Unidad de Acción Educativa Exterior





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