

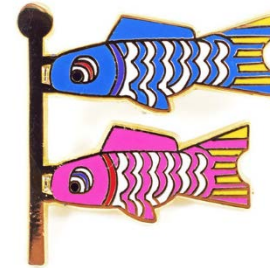


Functions of a language assistant



2018-19 School Year

*Subdirección General de Cooperación Internacional
y Promoción Exterior Educativa*



INTRODUCTIONS

1. **YOU**: What's your name? Where are you from?
2. **YOUR SCHOOL**: What region and town is your school in? What is it called? Which grade levels will you be working with?
3. **YOUR HOUSE**: Do you already have housing? How did you find it? What type of housing is it? Is it far from the school? What means of transportation are you going to use to get around?

YOUR SCHOOL

Orient yourself...

- ✓ **YOU ARE A PART** of the department of foreign languages or of the bilingual program.
- ✓ Your schedule will normally be 12 hours per week.
- ✓ You will be assigned a mentor teacher or a teacher to contact.





YOUR WORK

Also, if you can, you should...

- ✓ Participate in **extracurricular activities**: cultural activities, sports, field trips, school exchanges, etc.

(These may be very educational and enriching. We encourage you to participate).



YOUR WORK

And, if they ask you to...

- ✓ You may participate in language training activities for the school teachers.
- ✓ And collaborate in the preparation of teaching materials for classroom use.





YOUR WORK

But, they should not ask you to...

- ✓ Take full responsibility for the class.
- ✓ Prepare or correct exams.
- ✓ Take responsibility for:
 - Assessments and grading
 - Discipline and supervision of the playground
 - The syllabus or year-end review

(You can help, but these are not your responsibility)



YOUR WORK

You may work in the following situations:

- ✓ With one or multiple teachers in a foreign language class or in non-language subjects.
- ✓ In the same classroom as the teacher, helping upon request.
- ✓ With the class is divided into two groups: one group with the teacher and another with you.
- ✓ Preparing your in-class participation ahead of time, according to the teacher's instructions.



YOUR WORK

Materials:

- ✓ The teacher can provide you with teaching material or ask you to prepare your **own material** according to his or her instructions
- ✓ Find out about departmental or library resources (books, CDs, DVDs, etc.)
- ✓ There are a lot of resources online
- ✓ Authentic materials:
 - Comics and newspapers
 - Different types of brochures
 - Photo albums
 - Children's books
 - Maps
 - Etc.



YOUR WORK

Tools:



- ✓ Class Schedule
- ✓ Planning notebook: write down what you have planned, what you have done and what you haven't, so as not to repeat or skip content with different groups
- ✓ Class roll: to get to know the students
- ✓ Extra teaching material and exercises to supplement assignments from the teacher

QUESTIONS 2



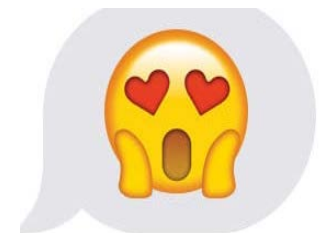
1. **THE PROGRAM** Why did you decide to participate? Is this your first time living away from home? What do you hope to achieve from this experience?
2. **WHAT IS EXPECTED FROM YOU:** What do you think are the qualities of a good language assistant?
3. **YOUR COUNTRY AND SPAIN:** What do you like most about your country? And about Spain?



YOUR ROLE

Always keep in mind that...

- ✓ You are a **native** speaker and an "authentic" model of your language and culture.
- ✓ Above all else, you must **speak your own language**.
- ✓ You are a **novelty** to your teacher.
- ✓ You are close in **age** to the students.
- ✓ You can have a **great impact on the motivation** of the students to learn languages.





YOUR ROLE

And that...

- ✓ You will be **well received** by the students, teachers and families.
- ✓ Everyone will be **excited to meet you**.
- ✓ You have very favorable conditions that will help you **succeed** in your work.





YOUR ROLE

And, to accomplish your work well...

- ✓ You will have to satisfy the curiosity of your students and talk to them about **yourself**

your family

your life

your experiences

your country

your culture



- ✓ Speak with them frequently in **your language**.



YOUR PROFILE

To do this you will have to be...

✓ Observant and willing to **learn** about:

- Spain and your assigned region
- The school and families
- Classwork
- Relationship with students and with the school community



YOUR PROFILE

And also...

- ✓ Dynamic, proactive
- ✓ Open, receptive
- ✓ Interested, curious
- ✓ Willing, involved
- ✓ Flexible
- ✓ Firm in giving instructions





QUESTIONS 3

1. YOU What are you like? What are your hobbies? Do you think you can be a good language assistant?
2. YOUR EDUCATION What have you studied so far?
3. YOUR PROFESSIONAL GOALS After your participation in the program ends, what profession do you think you'll pursue?



YOUR CHALLENGE

Personal

- ✓ Manage your involvement in the program
- ✓ Identify cultural differences
- ✓ Get to know the country's culture
- ✓ Improve your Spanish
- ✓ Adapt to your environment





YOUR CHALLENGE

Professional 1



- ✓ Learn about the learning and teaching of your language and its culture
- ✓ Get to know Spain's education system
- ✓ Learn about the curriculum, syllabus and students' learning objectives
- ✓ Distinguish between suitable and unsuitable activities



YOUR CHALLENGE

Professional 2



- ✓ Conduct yourself in a professional manner.
- ✓ Get to know the **norms and procedures of the school and department:**

- Organization
- Personnel
- Contact with students (social media)
- Use of the facilities, the cafeteria...
- Use of the students' photos
- Fire alarms
- Faculty dress code
- Etc.

YOUR CHALLENGE

With the students



- ✓ Address and change cultural prejudices
- ✓ Motivate student participation
- ✓ Earn their respect
- ✓ Identify and know how to work with different language levels, interests, needs and abilities
- ✓ Manage the class

YOUR CHALLENGE



The following will help:

- ✓ Show that you are **firm** and **constant** at work and with the rules.
- ✓ Remember that you are not the classroom teacher, nor are you the students' **friend**
- ✓ Create a **routine** of activities.
- ✓ Help students to create **work habits** as individuals and in groups
- ✓ Use **group dynamic** strategies (flexible groupings, quick pace, etc.)



YOUR CHALLENGE

It will also help you to:

Attend classes as **an observer** for 1 or 2 weeks before starting to perform your functions as a language assistant.





YOUR CHALLENGE

With the faculty



- ✓ Listen and ask questions.
- ✓ Ask for help.
- ✓ Collaborate.
- ✓ Show initiative and make suggestions

Remember that in order to learn, you have to want to learn. Never forget what you can achieve with a smile and a positive attitude.





YOUR CHALLENGE

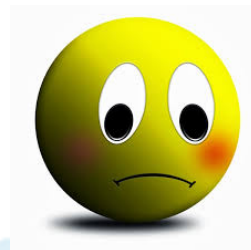


Try to...

- ✓ Be **flexible** with the different work schedules that they may give you.
- ✓ Negotiate your **schedule (12 hours per week)** as much as possible.
- ✓ Talk **with your teacher and with your school** if you find yourself in an **unusual situation** (too many hours of class, lack of instruction and preparation on the teacher's part, complete responsibility as a teacher for a group, etc.).



YOUR CHALLENGE



If you have questions or concerns...

You should ask for help in this order:

1. Your mentor teacher
2. Your head of department or curriculum director
3. The Ministry of Education of your autonomous community
4. Ministry of Education, Culture and Sport
5. The organization in charge of the program in your country



THANK YOU
and **GOOD LUCK!**

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Ministerio de Educación y Formación Profesional