

**LANGUAGE ASSISTANTS PROGRAMME**  
2019/20 ACADEMIC YEAR: SPAIN

# **CONSECUTIVE AND NON-CONSECUTIVE RETURNER'S GUIDANCE**

**NB.** This guidance is only to be used if you wish to stay on the Language Assistants Programme for a consecutive year in Spain, or if you have previously worked as a Language Assistant in Spain and wish to return as a non-consecutive year applicant.

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# INTRODUCTION

Please read these guidance notes carefully to ensure that you complete the application form and associated processes correctly. If you do not follow the guidance correctly, we may not be able to identify you as a consecutive year applicant or your application may be rejected by our Spanish partners.

- **Consecutive year applicant:** A candidate who is currently working in Spain as a Language Assistant in the 2018/19 academic year, who wishes to continue working as a Language Assistant in Spain during 2019/20.
- **Non-consecutive returning applicant:** A candidate who has worked in Spain as a Language Assistant during *or* before the academic year 2017/18, who wishes to return and work as a Language Assistant in Spain during 2019/20.
- **Independently Appointed Language Assistant:** A candidate who has worked in Spain as a Language Assistant previously, but was not recruited by the British Council. Independently appointed Language Assistants can be either a consecutive year applicant, or a non-consecutive year applicant. If you are an independently appointed Language Assistant in Spain (i.e. not appointed through the British Council) then you can still apply using our online application process as long as you meet programme eligibility criteria.

If you are currently a British Council appointed Language Assistant in Spain and wish to apply to another country for the 2019-20 academic years, you must apply as a first-time applicant following the guidance for the country you wish to work in.

If you have worked as a British Council Language Assistant in a country other than Spain, you should apply as a first time applicant.

**Please note it is only possible to be a language assistant recruited via the British Council programme a maximum of four times.**

# ELIGIBILITY

## General Eligibility Criteria

- To be a language assistant in Spain, you must fulfil the general eligibility criteria (EU citizenship, native-level English, etc.), and be aged 60 or under.
- Pre-existing Spanish language proficiency is not required but recommended.
- Spanish Nationals who hold only a Spanish passport are not eligible. Spanish dual nationals in possession of a non-Spanish passport are eligible and should provide details of their non-Spanish passport in the application form.
- Assistants wishing to work in Spain for a second, third or fourth year, (consecutively or non-consecutively) should review and check their eligibility in the consecutive and non-consecutive returner's guidance below.

# Restrictions on the number of years working in Spain

## **Spain - General**

It is only possible to be a language assistant recruited via the British Council programme four times. This includes consecutive and non-consecutive years. Some regions differ, please see below.

## **Aragon**

Language Assistants are not able to participate in the program in Aragon for more than two school years, consecutive or not. If you have already worked in Aragon for two years, you are only able to apply to a different region(s) - as long as you do not exceed the maximum 4 years working as a language assistant.

## **Andalucía**

Language Assistants are not able to participate in the program in Andalucía for more than two school years, consecutive or not. If you have already worked in Andalucía for two school years, you are only able to apply to a different region(s) - as long as you do not exceed the maximum 4 years working as a language assistant.

## **Madrid**

Language Assistants are not able to participate in the program in Madrid for more than three consecutive school years. If you have already worked in Madrid for three consecutive years, you are only able to apply to a different region(s) - as long as you do not exceed the maximum 4 years working as a language assistant. **N.B** other eligibility criteria and application processes apply in Madrid. Please see page 8 and follow instructions carefully.

## **Islas Baleares**

Language Assistants are not able to participate in the program in Islas Baleares for more than three consecutive school years. If you have already worked in Islas Baleares for three consecutive years, you are only able to apply to a different region(s) - as long as you do not exceed the maximum 4 years working as a language assistant.

## **País Vasco**

Language Assistants are not able to participate in the program in País Vasco for more than two school years, consecutive or not. If you have already worked in País Vasco for two school years, you are only able to apply to a different region(s) - as long as you do not exceed the maximum 4 years working as a language assistant.

## **Valencia**

Language Assistants are not able to participate in the program in Valencia for more than three school years. If you have already worked in Valencia for three school years, you are only able to apply to a different region(s) - as long as you do not exceed the maximum 4 years working as a language assistant.

## **Murcia**

Language Assistants are not able to participate in the program in Murcia for more than three consecutive school years. If you have already worked in Murcia for three consecutive years, you are only able to apply to a different region(s) - as long as you do not exceed the maximum 4 years working as a language assistant.

## Students applying for a consecutive year

Candidates must obtain written permission from their university to confirm that they are allowed to take another year out. This should be either signed/stamped by the university or sent from the university email address of a tutor/member of university staff. These should be sent to: Email address: [languageassistants.uk@britishcouncil.org](mailto:languageassistants.uk@britishcouncil.org). Subject line: Applicant name – Spain Consecutive Year – University Permission

- Is a period abroad in 2019-20 a compulsory part of your degree course? – select ‘no’
- Are you currently affiliated with a university language department? – select ‘yes’
- In the ‘Relevant qualifications’ section on the next page, please state that you are taking an additional year out from university and confirm that you will obtain permission to do so

## COMPLETING THE 2019/20 APPLICATION FORM

### Accessing the application form

Go to the [Language assistant programme website](#) and click ‘apply now.’ You will need to sign in using the login details from your previous language assistants’ application. If you cannot remember your password, please use the ‘[Forgotten Your Password?](#)’ link. Please note that it can take 24 hours for the password reset email to be issued to you.

If you have not used the online portal before, you should create a new user account.

### Introduction

Please make a note of the ELA number on this page. This is your unique candidate number which should be quoted in any email or telephone correspondence with the British Council.

Have you previously participated or are currently participating in the British Council Language Assistants programme?: Please select ‘yes’ and provide the most recent year you have worked as a language assistant. If you are a consecutive year applicant who was not appointed by the British Council for the 2018/19 academic year, please still select yes.

### About you

#### Your details

- Preferred contact details: Please enter your permanent UK address.
- Do you have another correspondence address?: Please tick ‘non-UK address’ and enter your address if you already have accommodation in Spain.
- When should we use this address to send correspondence?: Please state here whether you will be continuing to live in this address over the summer months or whether you will return to the UK.
- Passport: Please enter your passport details. If you hold two passports, please provide the details of both. As a reminder, candidates who hold only a Spanish passport are not eligible to apply.

## University and Education

If you are a final year candidate or graduate, please complete this section as normal.

If you are currently on a year abroad from university and are applying to take a second, consecutive year out, please take the following steps detailed [here](#).

## Employment

- Consecutive year applicants
  - Please include details of your year(s) working as a language assistant. You should include all years, indicating the school name, country of school, and the organisation who recruited you to each posting.
- Non-consecutive returner's to Spain
  - Please provide your full employment history as though you were a new applicant.
  - When detailing your time working as a Language Assistant, you should include all years, indicating the school name, country of school, and which organisation recruited you applied to gain each posting.

## Miscellaneous – Consecutive year applicants

- Are you currently a British Council Language Assistant applying to stay in the same country for a consecutive year?: Select 'yes' if appropriate and complete the subsequent questions specific to consecutive year applicant.
  - If you are a consecutive year applicant who was not recruited by the British Council in 2018/19, please still select "yes". You should then specify who recruited you for the 2018/19 academic year in the free text box for question "Please give details for any dates which are not covered in either your education or employment history e.g. gap years, travelling, unemployment. All years must be accounted for."
- Please upload a reference from the host institution in order to finalise the application: Here, consecutive year applicants must provide a reference from their current host school. The reference must comment on your performance as an assistant; state that the school would be happy for you to return in 2019/2020; and be signed or stamped by the school. It is preferable for the letters to be printed on school letter headed paper.

## Background

Please complete this section in full.

## Supporting Statement

In this section, please write a statement of motivation in English explaining your reasons behind applying to work as a language assistant again.

## Preferences

### Country

Consecutive year applicant

- Please select 'Spain' as your first preference. For all other country preferences please select 'no preference'.
  - Where the form asks you to state your reasons for the country, please enter the following information: Consecutive year Spain applicant, then one of the following: Same region & school / Same region different school / Different region.
- Non-consecutive returner's to Spain
    - Please provide your preferences and reasoning's behind these preferences as though

you are a first time applicant.

## Region

- Consecutive year applicants wishing to remain in the same region
  - Please select your preferences of region. Where the form asks you to state your reasons for the regional preference, please enter the following information: Consecutive year, then one of the following: Same region & school / Same region different school.
- Consecutive year applicants wishing to change region
  - Please provide your preferences as usual detailing reasoning behind these preferences.
- Non-consecutive returner's to Spain
  - Please provide your preferences as usual detailing reasoning behind these preferences.

## Environment and age group

Please do not leave these sections blank. All applicants should select their environment and age group preferences as normal, including those who wish to return to the same school. In the event that we cannot allocate you to your current school, this information will help us when matching you to another available school. Please note you can select more than one environment and age preference.

## Reference details

- Consecutive year applicant
  - As you have uploaded your school reference as part of the application form, you do not need to supply this again. Please complete this section as follows:
    - Referee name: please put 'Consecutive year [country] applicant'.
    - Email address: please put: [languageassistants.uk@britishcouncil.org](mailto:languageassistants.uk@britishcouncil.org)
    - Referee position Please leave blank
- Non-consecutive returner's to Spain
  - Please provide the name of a referee as though you were a first time applicant. You must ensure that your referee completes the online reference issued to them via email in advance of the 2019/20 Language Assistants application deadline.

# POLICE CHECKS

## International Child Protection Certificate

You will need to apply for an [International Child Protection Certificate](#) (ICPC). The ICPC is only valid for one year and we require one for each new academic year. The cost of applying for an ICPC will be approximately £60 and you should not apply for an ICPC until told to do so.

In line with our [Child Protection Policy](#) and our approach to safeguarding children, we cannot accept your application if you currently have any outstanding prosecutions or criminal proceedings for the offences outlined below or have ever been convicted of or received a caution, reprimand or warning for a sexual or violence-related offence or any offence involving any type of harm (physical, emotional or sexual abuse) to a child or children.

If you commit a criminal offence or are the subject of any criminal proceedings after you submit your application, you must inform the British Council in writing as soon as possible. Failure to do so may lead to your application being withdrawn.

## Spanish Check

Candidates who have worked in Spain before may be asked to supplement their International Child Protection Certificate by obtaining a Spanish check to account for your time working in Spain. Should the

Spanish authorities request this from you, you should follow their instructions carefully.

## **MADRID COMUNIDAD: ADDITIONAL REQUIREMENTS**

Instructions for renewing in the Comunidad de Madrid will be published online [here](#). Please also consult this guidance provided by the Comunidad de Madrid. Non compliance with their processes could result in the rejection of your application.

### **RETURNING NON-CONSECUTIVE YEAR APPLICANTS**

Language Assistants are not able to participate in the program in Madrid for more than three consecutive school years. If you have not worked in Madrid during the 2018/19 academic year, but have worked in Madrid previously, you may still apply as long as you have only worked in Madrid previously for one or two academic years. In all cases you must not have exceeded the maximum 4 years working as a language assistant.

### **CONSECUTIVE YEAR APPLICANTS**

Please note the submission of the renewal application to the British Council does not imply its automatic acceptance. The renewal is dependent on acceptance by the Madrid Comunidad and completion of all the steps detailed below. Whilst the British Council supports the recruitment of assistants to the Madrid Comunidad, the Madrid Comunidad's decision to accept or reject candidates is final.

Language Assistants are not able to participate in the program in Madrid for more than three consecutive school years. Language Assistants wishing to renew in the Comunidad de Madrid must follow the steps below carefully.

#### **1. Complete the online MOOC by 31 January 2019**

In order to renew, you must have completed the required tasks online hosted on the platform [innovamooc.educa.madrid.org](http://innovamooc.educa.madrid.org) by 31 January 2019. It is not possible to renew for a second or third year if you have not completed the online MOOC.

#### **2. Apply to the British Council by Friday 15 February 2019 (23:59)**

Your current or previous school reference is required as part of the application process. This must be uploaded to the British Council online application form.

#### **3. School Renewal Application**

If you wish to continue working in the same school, you must ask the director of your educational centre to submit a renewal application through the Conversation Auxiliary Management Portal (AuxMadrid). This renewal should detail that they wish for you to work for another academic year in their institution. Language assistants working in more than one school should ensure that each school they work in submits a renewal reference. Deadlines for the submission of a school renewal request will be published online by the Comunidad de Madrid here: <http://innovamooc.educa.madrid.org/>.