

## Language Assistants Programme 2026-27

# Sharing Arrangements checklist

We have created the following checklist for lead host institutions and partner institutions involved in sharing a modern language assistant. The checklist is divided into the different areas for your convenience

### 1. Agreement & Roles

- ✓ **All institutions** agree to enter a shared arrangement
  - ✓ **Lead Host identified and confirmed**
  - ✓ All partners understand:
    - Lead Host submits **one application**
    - Lead Host pays the Language Assistant
    - Partners reimburse the Lead Host as agreed
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### 2. Eligibility & Structure

- ✓ Sharing limits confirmed:
    - Maximum **3 institutions per assistant**
    - French assistants: up to **6 primary schools** (England, NI, Wales)
  - ✓ Hours per institution agreed and documented
  - ✓ Locations allow **reasonable travel**
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### 3. Funding & Financial Commitments

#### Lead Host

- ✓ Confirms all institutions have secured funding
- ✓ Verifies funding covers the **full appointment period**

- ✓ Agrees reimbursement process and timelines

### **Partner Institutions**

- ✓ Secure and confirm funding in writing
  - ✓ Agree cost split and reimbursement arrangements
  - ✓ Commit to timely payments to the Lead Host
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## **4. Timetabling & Delivery**

- ✓ Weekly timetable agreed across all institutions
  - ✓ Total hours and hours per institution confirmed
  - ✓ Any **online delivery** agreed and documented
  - ✓ Arrangements are realistic and sustainable
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## **5. Travel & Expenses**

- ✓ Travel time between institutions assessed
  - ✓ Agreement in place for covering travel costs (only if necessary)
  - ✓ Lead Host covers travel costs where the assistant works at multiple institutions on the same day
  - ✓ Timetables minimise unnecessary travel
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## **6. Mentoring & Support**

### **Lead Host**

- ✓ Appoints a lead mentor teacher
- ✓ Collects mentor details from all partners

### **Partner Institutions**

- ✓ Appoint a local mentor teacher
- ✓ Ensure mentoring and safeguarding arrangements are in place
- ✓ All mentors understand support and communication responsibilities

## 7. Application & Documentation

### Lead Host

- ✓ Submits single application via the online portal
  - ✓ Includes full sharing details and mentor information
  - ✓ Applies within deadlines:
    - Opens: **25 February 2026**
    - Closes: **30 April 2026**
    - Chinese Language Assistants: **1 April 2026**
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## 8. After MLA is allocated

### Lead Host

- ✓ Issues offer letter clearly outlining sharing arrangements
- ✓ Sets up payroll and payment systems
- ✓ Coordinates induction

### Partner Institutions

- ✓ Prepare induction locally
  - ✓ Support assistant from the start of placement
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## 9. Ongoing Responsibilities

- ✓ Regular communication maintained between institutions
- ✓ Reimbursement payments made on time
- ✓ Issues or changes shared promptly with the Lead Host