

**Language Assistants in Spain
2021-22 Programme**

ELA in Spain: The Guide

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How to use this guide

[Section 1](#) provides an overview of Spain and key Spain information

[Section 2](#) indicates key contacts for your assistantship and their roles

[Section 3](#) provides detail regarding the assistantship role and what this involves

[Section 4](#) and [5](#) helps you to prepare the essentials before you arrive in Spain

[Section 5](#) to [9](#) covers all core aspects and documents you will need once you arrive in Spain

[Section 10](#) is for you to consider at the end of your placement.

Each section includes a recap at the end to highlight the key actions. These are not exhaustive but highlight the main takeaways.

You can consult this at any point in the year. Some assistants prefer to read it all in one go or you can focus on the specific section that applies to you. We encourage you to read the sections in full and do additional research on any aspects that are relevant to your assistantship.

Please ensure you have read through this document and carried out research yourself before contacting the language assistants team with any questions.

Disclaimer: Every effort has been made to ensure the accuracy of the information contained in these notes; however, the British Council cannot accept responsibility for any errors which may exist or for any subsequent changes.

Date checked: 31/08/21

Spain Overview

1. Spotlight on Spain

Did you know that the British Council Language Assistants Programme has been running in Spain since 1936?

You are joining the next generation of this legacy strengthening educational and cultural links between the UK and Spain through the British Council and our partners at the Spanish Ministry of Education.

By this point, you should have a good level of basic knowledge about Spain. Here are our key points to consider.

1.1 Emergency Contacts

1.1.1 Emergency services in Spain

- In any emergency: call **112**
- Fire Brigade: call **080**
- National Police: call **091**
- Local Police: call **092**
- Health Emergencies: call **061**

1.1.2 British Embassy and Consulate

For up-to-date British Embassy and Consulate contact details in Spain please refer to [the UK Government's guide on help and services in Spain](#). Please take note of the address of the British Embassy in Spain below in case of emergency or loss of your passport. Assistants who do not hold British citizenship should check with their own Consulates/Embassies in Spain.

British Embassy Madrid

Torre Espacio

Paseo de la Castellana 259D

28046 Madrid

Tel: +34 917 146 300

The British Embassy in Madrid is open by appointment only, but 24/7 support is available by telephone for all routine enquiries and emergencies.

1.2 Life in Spain

If you're keen to do some more research about Spain or your region, check out these sites:

General	News
Lonely Planet Spain	El País
Spain Public Holidays	El Mundo
Rough Guide to Spain	The Local
Spain's Official Tourism Site	BBC News - Spain

1.2.1 Personal Safety and Travel

Your personal safety is of paramount importance while living overseas and we strongly advise that you spend some time looking at the Foreign, Commonwealth & Development Office (FCDO) website and check it regularly as there is a lot of useful and up-to-date information provided.

As mentioned in section 4.2 of this document, ensure you regularly check the [Spain travel advice page](#) and are aware of these key sections:

- [Safety and security](#)
- [Natural disasters](#)
- [Sexual assault support](#)
- [FCDO advice for women travelling abroad](#)
- [Lost passport recovery](#)

You can find more details on travel in [section 4](#).

1.3 Local laws and customs

As well as the information on the UK Government site for [Spanish laws and customs](#), make sure you are aware of the following:

Laws

Co-operating partners abroad have requested that the attention of British visitors be drawn to the severe penalties imposed for the following:

- drug offences which may result in heavy fines and prison sentences
- taking part in unlawful political demonstrations which may result in heavy fines and prison sentences

You are therefore strongly advised not to become involved in these activities.

LGBTQ+

The [Federación Estatal de Lesbianas, Gais, Trans y Bisexuales](#) (FELGTB) provides resources and information on LGBTQ+ organisations across the whole of Spain.

You can also read the [Lonely Planet guide](#) which includes useful information and resources for LGBTQ+ travellers.

Internet and Phone

- The country code for Spain is **+34**. To phone abroad from Spain, the code is 00 followed by the country code.
- If you set up a phone line or internet connection, past assistants have warned to check phone subscription charges with the Telecom provider first. You may be charged for a full year's subscription even if you end your phone contract earlier than this.
- For this reason, assistants often recommend getting a pay-as-you-go mobile rather than one on contract.
- To avoid internet contracts, you may want to explore other options of internet access such as dongles.
- Be aware that calls to the UK from a mobile can be expensive. Previous assistants have recommended using Skype, WhatsApp, and Facebook Messenger as alternatives.

1.4 The British Council in Spain

Please note: The British Council in Spain is not responsible for the administration of the Language Assistant programme in Spain - this is the role of the Spanish Ministry of Education and their regional authorities / Comunidades.

The British Council in Spain develops and participates in many different projects themed around society, science, education, and the arts. We encourage you to [sign up for their newsletter](#) to keep up to date with activities which may interest you.

Section 1 Recap

- Sign up for email alerts from FCDO and read through guidance
- Save emergency contacts and information
- Read key information on life in Spain
- Sign up for British Council Spain Newsletter

Language Assistants Programme Overview

2 Key Contacts

2.1 UK British Council Language Assistants team

The Language Assistants programme has a dedicated team to provide support during the application and pre-departure process for each destination. Please note the British Council is not the employer of participants of the Language Assistants programme while abroad.

2.2 Partner Organisation in Spain

The Spanish Ministry of Education (Ministerio de Educación y Formación Profesional) administers the Language Assistants Programme in Spain. They liaise with the regional educational authorities (Comunidades) in Spain on the British Council's behalf.

Please note that assistants in Spain are allocated to either a **Ministry** or a **Comunidad** post. The type of post indicates which organisation in Spain is responsible for your contract and will support you during your placement. It is therefore important that you understand whether you belong to the Ministry or Comunidad group so that you know who to address for information or queries. (If you are unsure which kind of post you have been allocated to, please check the regional allocation email you received from our team.)

Ministry Posts

Posts overseen directly by the Spanish Ministry of Education are available throughout all Spanish regions. The Ministry can be reached directly on auxiliares.conv@educacion.gob.es and also have useful information on their [website dedicated to language assistants](#).

Comunidad Posts

Assistants allocated to Comunidad posts will receive information directly from the educational authorities in their region of Spain. For guidance relating to your Comunidad post, please reach out to your contact at the local educational authorities.

Please be aware that the Spanish authorities (Ministry / Comunidad) are your employing body during the assistantship and any changes to your contract must be liaised with them. The British Council is not in a position to approve any contractual changes.

2.3 Mentor Teacher

Your host school should identify a mentor teacher for you, usually a member of staff in the English department. This mentor should provide pastoral care and support during your time in Spain. Your mentor teacher can become an integral part of your support network in Spain and you should invest time into building this relationship. (Read more on this in [section 7](#).)

If a mentor teacher is not identified at the start of your placement, you should try asking for one. Then, if the issue is not resolved within your school, contact the Spanish authorities for support as soon as you can.

- Application	Sending organisation: British Council Language Assistants Team LanguageAssistants.UK@britishcouncil.org Responsible for: application and pre-departure processes
- Allocation	
- Pre-Departure	
- Arrival	Spanish authorities: Ministry of Education OR regional authorities / Comunidad Ministry: auxiliares.conv@educacion.gob.es Comunidad: contact details received directly from regional authorities Responsible for: overseeing programme within country, allocating you to a school, in-country inductions, issuing contracts / monthly pay
- Assistantship	
- In School	Support: Mentor Teacher Responsible for: in school support and first contact

Section 2 Recap



Understand role of the British Council and the relevant Spanish authorities (Ministry / Comunidad)

Establish and connect with your mentor teacher

3 The English Language Assistant role

The role of a language assistant is a very important one and one that we hope you will enjoy. Please remember that you are a **paid member of staff** with the responsibilities and required professionalism that this entails. Please refer to [our website](#) for more information on your role as an English Language Assistant.

As a language assistant you are also an **ambassador for the UK and its culture**, influencing how those around you view the UK. Your first-hand experience of life in the UK is a key part of the cultural exchange and an excellent resource which you should draw upon during your lessons. You should endeavour to set a positive example and avoid any potential damage to the reputation of the programme which might adversely affect the experience of future assistants.

3.1 Posting information

Each region differs as to when they organise appointments and send out information. The British Council is involved in allocating assistants to a region, but generally has no control over choice of town, size of town, school environment, or when information is sent out by each regional authority. We do, however, encourage each region to send information out as early as possible.

3.2 School allocation

The maximum number of schools to which you can be appointed is **three**. Please contact us if you have been appointed to more than three schools.

If the different schools are several miles apart and you have to travel between two on the same day, you are entitled to ask for help towards travel expenses. Under no circumstances should an assistant be required to buy a car just to get to their school(s).

After contacting your school, if you establish that there is no regular public transport which serves your school, and there are no lifts available to your school, please inform us of the situation. Please do not contact us without contacting your school first.

3.3 Contacting your school

Once you have received your letter of appointment (*nombramiento*) from the Spanish authorities, you should write immediately to your school(s) confirming acceptance of the post. If you do not receive a reply by mid-September it is a good idea to ring the school(s) to ask about accommodation and give them an idea of your anticipated arrival date.

You should also ask them for some information about the school(s) that you will be working in. For example, it may be useful to know the age range of pupils, the average class size, the general level of ability, the social background of pupils, the facilities available and if you should

bring any specific materials from home. It is also important to enquire about the dress code for teachers and any other general school information.

3.4 Period of Appointment

The period of appointment for UK assistants in Spain will be **1 October 2021–31 May 2022**, with the exception of Madrid Comunidad posts which run until **30 June 2022**. You should ensure you check the details in your own letter of appointment / nombramiento.

Assistants are expected to work **12–16 hours a week** depending on the post. These hours refer to contact time in school and do not include the time you spend preparing for lessons.

Those who have been appointed to more than one school will be asked to divide their time between the schools concerned. You can request information regarding how your timetable will be arranged from the head of the host school, which is usually the first one mentioned when you are sent details of your posting in the nombramiento; however, in some cases this information will not be available until you arrive in Spain.

3.5 Holidays and Sick Leave

Assistants are entitled to the usual school holidays. You should be able to obtain the dates from the school secretary or your mentor teacher. You should not be absent on other occasions without prior permission. Attending the induction course does not give assistants the right to take leave at a later date.

You must obtain a medical certificate with dates if you are off work for illness at any time. Please see section 7.3 for more information on absences during your placement.

Section 3 Recap



Preparation before you go

4 Read before you go

4.1 Costs to prepare

You should prepare for the following costs:

- £75 ICPC (International Child Protection Certificate)
- Administrative costs of visa (if applicable)
- Travel costs, including additional requirements due to coronavirus
- Accommodation costs
- Insurance costs
- Additional savings for initial few months (see more in [section 9](#))

4.2 Foreign, Commonwealth and Development Office (FCDO) advice

During a crisis, official advice for British nationals will be published on the [Spain travel advice website](#) and regularly updated. For your safety and to stay well-informed, we **strongly recommend** you [subscribe to receive FCDO email updates](#) for Spain so that you are immediately notified of any important changes to the FCDO's advice.

As international issues and subsequent advice can change often and rapidly, you must take responsibility for your own health and safety by staying informed of any changes to the FCDO's advice. When responding to an immediate in-Spain danger or threat to your health and safety, you should always prioritise your own health and safety and make decisions in the best interest for your personal circumstances – do not wait for advice from the British Council.

The FCDO have published a comprehensive guide for [Living in Spain](#). The guide sets out essential information for British nationals residing in Spain, including advice on health, education, residence requirements, and more. We recommend you read this guide thoroughly.

You can also contact the British Embassy for advice in event of an emergency (please see section 1.1.2).

4.3 Passports and visas

You must meet the passport requirements for Spain before leaving the UK - please check these requirements [here](#). These may vary depending on the type of passport you will be travelling on.

Those who are not in possession of a passport, or need a new one, should complete the application procedure as soon as possible either through a regional Passport Office or [online via the UK Gov website](#).

If you have a non-EU passport, to work in Spain you will be applying for a **long-term student visa / visado de estudios**. This process requires your own investment of time and money. For further information please see the visa guidance which the British Council UK team have provided to all candidates via email.

Assistants are expected to cover the costs of this visa application, which can include sourcing documentation, attending visa appointments, and paying service fees to the Consulate.

4.4 Travel to and around Spain

You are responsible for the upfront cost of your own travel and any travel to and from your place of appointment during the year.

The British Council strongly advises against booking your travel until you have received your visa and are certain that you will be able to travel on your chosen date. In some instances, you may be able to pay the airline a small fee for flexible dates if you wish to book further in advance. The British Council is not responsible for arranging your travel.

Past assistants have advised that you check the baggage allowance for both outbound and return journeys when travelling by plane as sometimes cheaper airlines have a low baggage allowance.

The following websites may help you when booking your travel:

Flights	Train, Bus and Ferry
Sky Scanner	Europe Bus
British Airways	Interrail Europe
EasyJet	Rail Europe
Tui	Direct Ferries
Opodo	Spain-specific:
Expedia	Renfe
Ryanair	Alsa
Iberia	Movelia

Other Travel Tips from Former Assistants:

- Booking train or bus travel in advance online is often cheaper than paying for a ticket on the day of travel / at the station.
- Look into buying a Carné Joven Europea if you think you will be travelling a lot – you can find out the process and requirements for each Spanish region on the [Carné Joven webpage](#).
- If you are a student, look into obtaining an [International Student Identity Card \(ISIC\)](#) – the ISIC can be used to obtain travel discounts and cheap entry into certain museums, theatres, cinemas, and art galleries throughout Europe.
- [BlaBlaCar](#) is a website which offers car-sharing for people travelling throughout Spain, a great way to affordably see more of the country and practice your Spanish on the way. Please, however, exercise the appropriate caution when travelling or car-sharing with people you don't know.

4.4.1 Taking a car abroad

You will need to research the laws on driving in Spain, including adapting your head lights for driving on the right and any additional requirements regarding driving licenses. The [UK Gov webpage on driving abroad](#) provides useful information about motoring abroad. It's also worth considering insurance and additional documentation you may require.

4.4.2 Taking pets abroad

If deciding to take your pet(s) with you abroad, you need to consider insurance, pet passports and health certificates, and ensure that you also comply with all rules when returning your pet(s) to the UK. Please see the [UK Gov page on taking your pet to an EU country](#) for further information.

4.5 Travel insurance

The British Council will not be responsible for you while you are in Spain, although we will offer support when necessary. You are therefore required to take out comprehensive insurance to cover you **during your whole time abroad**.

The British Council is unable to advise on specific insurance packages; we recommend you research the various options available and consult professional advice or other/former assistants before purchasing a suitable policy. Any insurance you purchase should include cover for emergency treatment and repatriation, and you should ensure that the coverage offered is sufficient for visa application purposes (if applicable). Booking insurance should be carried out **before** any travel.

You may wish to check if you are covered by any existing family policy or, if you are an undergraduate, consult with your university on what cover is provided for students. It is important to check the small print of any policy.

Personal Accident Travel insurance is recommended to cover medical expenses, air ambulance, repatriation, personal accident & civil liability, luggage & valuable items, and cancellation in extreme cases. These kinds of policies are readily available on price comparison websites, or by using a search engine to search for 'travel insurance'. The UK Gov website also offers additional advice on [taking out travel insurance](#).

4.6 Graduates with student loans

If you have a student loan, you will need to let Student Finance know that you are going to Spain. Complete an Overseas Income Assessment Form to enable the Student Loans Company to calculate how much you need to repay. You will be required to provide evidence of income or means of support. They will then send you a repayment schedule showing how much you need to pay each month, based upon the earnings you receive when in Spain.

Please note that the money you receive as a language assistant in Spain is considered a monthly allowance or grant, rather than a salary. This means that you are officially taking part in a **grant-funded mobility programme** rather than formal employment, and you should declare your assistantship as this to Student Finance in order to avoid complications.

The British Council UK team are not able to advise on Student Finance matters. For all questions relating to student loans please contact the [Student Loans Company](#) directly.

4.7 Benefits and Universal Credit

If you are in receipt of government support in the UK, you must inform the authorities that you are moving to work abroad. Tell your local Jobcentre Plus or the office that pays your benefit if you're going abroad. If it's a temporary move, tell them when you're coming back. You must also tell HMRC if you're leaving the UK.

Section 4 Recap

- Sign up to FCDO updates
- Ensure you have a valid passport
- Obtain a visa if required
- Arrange travel to Spain once visa and ICPC are sorted
- Get comprehensive insurance
- Inform UK authorities you are leaving (loans, credit)

5 Health and wellbeing

5.1 Before you go

5.1.1 Planning

In the upcoming weeks before your trip, check the latest Spain-specific health advice from the [National Travel Health Network and Centre](#) (NaTHNaC). Each Spain-specific page has information on vaccine recommendations, any current health risks or outbreaks, and factsheets with information on staying healthy abroad. Guidance is also available from NHS Scotland on the [FitForTravel](#) website.

General information on [travel vaccinations](#) and a [travel health checklist](#) are available on the NHS website. You may wish to contact your health adviser or pharmacy for advice on other preventive measures and managing any pre-existing medical conditions while you're abroad.

Make sure you have comprehensive travel and medical insurance covering healthcare and medical evacuation and repatriation for the duration of your stay.

5.1.2 Medication

The legal status and regulation of some medicines prescribed or purchased in the UK can be different in Spain. If you're travelling with prescription or over-the-counter medicine, read this guidance from NaTHNaC on [best practice when travelling with medicines](#). For further information on the legal status of a specific medicine, you'll need to contact the embassy, high commission or consulate of the territory you're travelling to.

If you're on prescription medication, make sure you either bring enough with you or have access to a supply once in Spain. Certain medicines may not be available in Spain (including major brands readily available in the UK), and you may be prohibited from bringing some medicines into the country. For more information and advice, check with your GP and the Spanish Embassy before travelling.

5.1.3 EHIC / GHIC

The Global Health Insurance Card (GHIC) gives you the right to access state-provided healthcare during a temporary stay in the European Union (EU). The GHIC is not an alternative to travel insurance but gives you access to healthcare which becomes medically necessary during your stay and which you cannot reasonably wait until you're back in the UK to receive.

UK-issued European Health Insurance Cards (EHICs) are still valid and offer the same cover as Global Health Insurance Cards (GHICs) in the EU. Once your EHIC has expired, you'll be able to replace it with a GHIC.

You can find out more online about the free [UK Global Health Insurance Card from the NHS](#).

If you are a student, you may wish to contact your university for advice on applying for the Student GHIC.

5.2 Once in Spain

5.2.1 Accessing medical care

If you require medical assistance, you should go to your local health centre in Spain. It is likely that registration will be required, so it is a good idea to look into registering with a local doctor soon after you arrive in Spain to avoid having to go through this process when you're ill.

Health centres in Spain will have different processes and requirements when registering new patients; however, it is likely that you will need to provide key documentation such as your passport, nombramiento, rental contract, and GHIC / EHIC (if applicable). If your medicine is available from suppliers in Spain, doctors may first want to conduct their own diagnosis before repeating a prescription issued elsewhere.

As well as registering with a local doctor, it is important to find out where your nearest dentist and hospital are as soon as you arrive. You should ask your school for information about the facilities in your area and advise staff and your landlord of any medical conditions.

If you require urgent medical assistance, you should go to the emergency room of a public hospital or dial the emergency services on **061** or **112**.

Please see the Foreign, Commonwealth & Development Office (FCDO) website for more information [regarding healthcare in Spain](#). More information can be found on the FCDO's page on [healthcare for UK nationals in Spain](#).

5.2.2 Additional healthcare coverage

Many of the Spanish authorities offer their language assistants additional healthcare coverage provided by a private insurance company. If this is the case, details of this policy should be included on your nombramiento / letter of appointment.

Even if your regional authorities do provide you with healthcare coverage for the duration of your post, it is important that you understand the terms and conditions of this policy. The coverage offered can vary between Spanish authorities, but generally includes access to healthcare in the event of an unexpected injury or illness during the period of your assistantship.

This coverage is, however, likely to not cover you for any pre-existing medical conditions and may also not be valid if you decide to remain in Spain after your contract ends or if you visit another country during your placement. If you require more information about the coverage offered, you should enquire about this directly with the regional authorities.

We would recommend that all assistants look into securing their own private travel insurance which covers medical expenses and repatriation, and which is appropriate to their own individual circumstances. You are also advised to apply for the UK GHIC (more information in section 5.1.3 above).

5.2.3 Mental health

Your mental health is just as important as your physical health. It is advised to read this information even if you are not currently suffering from mental health problems.

Although working abroad can be enjoyable, it can also be challenging. Lack of familiar support systems, disrupted daily routines, language barriers, culture shock, and unexpected situations can intensify stress levels rather than alleviate them. We discuss this in our [podcast](#) which suggests useful ways to manage your wellbeing while abroad.

It is important to remember that culture shock affects everyone. There is no shame in admitting that you are having a difficult time. If you do feel homesick or frustrated, please talk to your fellow assistants on the programme as they will understand how you are feeling better than anyone else. Be sure to also keep up to date with your family and friends back home.

Please see the links below for more guidance on looking after your mental health while travelling abroad:

- The [UK Gov website](#) provides information on travel and mental health, including what the FCDO can do to assist British nationals with mental health needs abroad.
- [NHS Scotland](#) also provides useful tips and resources for looking after your mental health while travelling.
- [IAMAT](#) (International Association for Medical Assistance for Travellers) offer advice on dealing with stress, anxiety, and depression while travelling.
- [The NHS website](#) lists a couple of helplines that can offer expert advice to people with different mental health needs.
- [Mind](#) has some useful tips for looking after your mental health, including contacts for [support services](#) you can reach out to via email, text, or phone.
- From Spain, you can also call [Samaritans in Spain](#) to talk with an English-speaking volunteer about emotional problems of any kind.

Section 5 Recap



6 Outside of school: Arrival and settling in

6.1 Registering your residency – TIE/NIE

One of the first challenges you face at the start of your assistantship could be obtaining the correct registration documentation which confirms your legal rights to live and work in Spain.

Some assistants will find obtaining their registration paperwork easier than others; however, at all stages we advise you to be **proactive** (don't leave things until the last minute), **patient** (things might not be processed as quickly as you hope) and **persistent** (don't give up!).

It is difficult for the British Council to provide comprehensive advice on obtaining residency documentation as the processes in each area of Spain can vary. We hope that the information below can assist you in preparing before your departure to Spain; however, our team are unable to advise further on these processes – the local authorities in each region and/or your school(s) are best-placed to advise on the necessary procedures specific to your area.

6.1.1 Número de Identidad de Extranjero (NIE)

All assistants in Spain will be required to obtain a **NIE (Número de Identidad de Extranjero, or Foreigner ID Number)**. Foreigners having a relation with Spain for economic, professional, or social interests are required to obtain this personal and unique number for identification purposes.

The NIE generally begins with an X or Y, followed by 7 or 8 digits, then another letter. You will require this number to open a bank account in Spain and for the Spanish authorities to pay your *ayuda mensual* / monthly stipend.

If you have applied for a visa to work in Spain, please check if you have been issued with a NIE as part of your visa application, as the number may be included on your entrance visa. (If this is the case, you will still need to apply for the TIE card when you arrive in Spain – see information in the next section.)

If you do not already have a NIE number, you will need to look into obtaining this documentation when you arrive in Spain. We would encourage you to do this as soon as possible after arrival to avoid delays in receiving your monthly stipend from the Spanish authorities.

6.1.2 Language assistants who hold a UK / non-EU passport

Note: UK passport holders who had been living/working in Spain **before the end of December 2020** may have secured their rights to remain in Spain under the terms of the Brexit Withdrawal Agreement. The below information on visas may therefore not be applicable if you already possess the correct residency paperwork.

It is your responsibility to confirm your individual residency status and whether you will require a visa or additional documentation for your upcoming placement. Please consult the information available [here](#) from the Spanish Government about the relevant documentation needed to prove your rights to residency in Spain, as well as further guidance from the UK Government [here](#).

Assistants who hold a UK passport or another non-EU passport will need to apply for the **TIE within one month of arrival in Spain**. TIE is an abbreviation for **Tarjeta de Identidad de Extranjero** (Foreigner Identity Card). The TIE is the document which proves that foreigners have obtained a residence permit or authorisation to stay in Spain for more than six months. Your TIE card will include your unique NIE number (see previous section).

You can apply for the TIE at an immigration office (Extranjería) or local police station in Spain. Feedback from previous assistants has highlighted the vast differences in processes across Spain. Some areas operate an on-the-day queue system, while other regions allow online appointment booking in advance. It is worth trying to research this before departure or asking your school as there can sometimes be a wait for bookable appointments.

You may be able to book an appointment on the Spanish Government's [website](#) but, if an appointment in your area is not available, ask your local authorities or school for advice. You can also consult [this website](#) for a list of Extranjería offices by region and their opening hours.

You will have to pay the corresponding fee for the TIE (usually around €15), and it is highly likely that you will also need the following (and potentially additional) items when applying. You may wish to prepare some of these items before leaving the UK so that you have them available should they be needed:

- Passport and photocopies
- Completed and signed application form (usually form EX-17, available [here](#))
- Three recent passport photos, in colour with a white background
- Document proving your appointment as a language assistant in Spain (e.g. your Nombramiento issued by the Ministry / Comunidad)
- Original and photocopy of visa (if applicable)
- Proof of payment of the corresponding fee

You can find out more about applying for the TIE from the [Ministerio del Interior](#) (in Spanish).

6.1.3 Language assistants who hold an EU passport (non-UK)

Assistants from member countries of the European Union who wish to reside in Spain for more than three months will need to apply for the **Certificado de Registro de Ciudadano de la Unión** (EU Registration Certificate). This Certificate includes your name, nationality, address, date of registration, and your NIE. As noted above, the NIE is the unique number that you will need to give to your bank in order to open a Spanish bank account and receive your monthly stipend.

You can apply for the EU Registration Certificate at the immigration office or police station in your assigned city or town. You should check in advance if you need to book an appointment slot online – you may be able to do this on the Spanish Government's [website](#) but, if an appointment in your region/town is not available, ask your local authorities or school for advice.

To receive the EU Registration Certificate, you must pay a fee (usually around €10) and it is highly likely that you will need to submit the following (and perhaps additional) documents:

- Passport and photocopies
- Completed and signed application form (usually form EX-18, available [here](#))
- Three recent passport photos, in colour with a white background
- Document proving your appointment as a language assistant in Spain (e.g. your *Nombramiento* issued by the Ministry / Comunidad)

You can find out more information on applying for the EU Registration Certificate from the [Spanish National Police](#) and the [Spanish Government's Immigration Portal](#) (in Spanish).

6.1.4 Registration on Padrón Municipal

Everyone who lives in Spain must register on their local authorities' **Padrón Municipal** or **Empadronamiento**. Registration will generally be done in person at your local town hall (*ayuntamiento*) in Spain, but some localities also permit online registration.

The Certificado de Empadronamiento may be required for various administrative processes and legal actions (e.g. applying for residency, registering children in schools, voting, purchasing a car); however, this can vary greatly from one part of Spain to the other.

To register on the Padrón, you are likely to be asked to provide proof of identity (e.g. passport and photocopies), proof of address in Spain (e.g. rental contract or utility bill) and a completed application form. You should enquire directly with your local town hall as to the specific documents you will require to register on their Padrón.

You can find more information on registering on the Padrón on the UK Gov website for [residency requirements in Spain](#). Please note that registering on the Padrón is not the same as registering your residency – you must ensure you have also obtained the correct residency documents outlined in the sections above.

6.2 Accommodation

6.2.1 General Advice

The British Council is not in a position to help to find nor to provide accommodation. Equally, your school(s) are not obliged to provide or find you accommodation, but they may be able to offer you somewhere temporary to stay for the first few days or weeks, thus giving you some time to look for permanent accommodation. You should, however, not assume that your school will do this and should discuss your arrival and initial accommodation arrangements with them in advance. Please note that if your school does offer you accommodation, you are not obliged to accept it but remember, if you do accept it, you will have to abide by the school's rules.

Accommodation Type	Useful Links		
Temporary accommodation	Hostel World Airbnb	Booking.com Hi Hostels	
Long-term accommodation	Idealista Piso Compartido	Foto Casa Mil Anuncios	En Alquiler Pisos.com

6.2.2 Before you arrive

It is advisable to book temporary accommodation before you arrive. Staying in a local hostel or Airbnb will give you the opportunity to get to know the area and go to flat viewings before arranging permanent accommodation.

You can ask your mentor teacher for advice on where to find accommodation. They may know a local family with a room to rent, or already have somewhere in mind for you to stay. If your school cannot help, there are some popular websites where rooms and flats are advertised (some of which are included in the table above).

Consider going to your teaching location to arrange accommodation in advance of the induction course or before starting your job. Past assistants have emphasised the need to look for accommodation as early as possible. The first weeks of your assistantship will be busy as you will be finding your way around an unfamiliar town, dealing with bureaucracy, and trying to make a good impression at school. Remember that you will need your passport to check into hotels/hostels.

Do not take out a contract on your accommodation until you know the **specific location** of your school(s).

6.2.3 When you arrive in Spain

Assistants in the past have had relatively few problems finding suitable accommodation, but you should be prepared to spend roughly at least a week looking when you arrive. For this reason, you may wish to pre-book a hostel or hotel before you arrive. Some previous assistants recommend going out to your region a week earlier in order to find accommodation, get settled, and sort out any necessary administrative tasks.

Once you get to Spain the following suggestions may be helpful when looking for accommodation:

- advertise on the school/staff notice board and ask other teachers
- search for a room or flat on the internet
- buy the local newspapers early in the morning and telephone likely numbers immediately
- ring the local university halls of residence or check their flat share adverts and notices, or advertise on their notice board that you are looking for a room
- ask local friends' or acquaintances' landlords if they have any further accommodation to let
- accommodation agencies may be able to help but you should **be very wary** of paying large fees and deposits, and always read the small print in any leases or agreements to be signed; look for small agencies as often their fees are lower

6.2.4 Signing a rental contract

If you are living in a large town or city, you are likely to have to sign a contract. If you are in a smaller town, landlords may not bother with contracts; however, we strongly recommend that you ask for one.

Before signing a contract, bear in mind the following points:

- Always read the terms and conditions of your rental contract carefully and enquire about additional fees such as agency charges.
- Landlords may ask for one month's rent as a deposit, as well as one month's rent paid in advance.
- Get all agreements in writing and obtain receipts for any transaction, keeping them secure.
- Confirm your period of notice you must give to move out – often a minimum of three months' notice is the legal requirement. You may also have to give this notice in writing by registered mail.
- Enquire about the possibility of including a 'diplomatic clause' in the rental agreement to allow for a shorter notice period in case of early termination of your placement.
- Check health and safety issues (temporary and long term) such as fire alarms and exits, gas leaks, electrics, water, etc.

When you have found somewhere to live, even if it has been arranged for you, do not sign any agreement you are not comfortable with and make sure that there is a period of notice written in the contract to avoid problems, should you decide to change your accommodation during the year.

6.2.5 At the end of your placement

We recommend that you take photos of your room and the flat when you move into your long-term accommodation and when you leave. This will help you get back any deposit you may have to pay, which is usually dependent on the accommodation being in the same condition as when you first arrived.

When you leave your accommodation, remember to also cancel any personal contracts like internet or utilities.

6.3 Bank accounts

It is advisable to open a bank account once you arrive in Spain, and your mentor teacher can help you do this. More information can be found below in Section 9.1.

Section 6 Recap

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- Obtain the correct residency documentation (TIE or EU Registration Certificate)
 - Register on the Padrón Municipal at your local town hall
 - Find and organise accommodation with notice period
 - Take pictures of accommodation
 - Open a bank account

7 In school: arrival, settling in and support

7.1 Induction

Induction events are organised by the Ministry of Education or the local educational authorities in each Comunidad. The induction you are invited to will depend on whether you are allocated to a Ministry or a Comunidad post. (Some inductions may be held in a virtual format this year.)

Please follow any information you receive from the Ministry / Comunidad about your induction session, including their instructions on how to confirm your attendance. Please do not confirm your attendance with the British Council as we have no involvement in the organisation of the Spanish authorities' induction events.

You are strongly advised to attend the induction event as you will receive essential information about your assistantship and it will also be an opportunity to meet other language assistants in your area. If you choose not to attend the induction, you should inform the relevant contact at the Ministry / Comunidad so that arrangements can be made for any important documents to be sent to you.

7.2 Observation period

When you first arrive at your school(s) you should ask for a period of observation of 1-2 weeks. It may not be offered to you automatically. Observation will allow you to familiarise yourself with the school environment, to experience classroom management techniques, as well as to get to know the names, faces, and personalities of your pupils and gauge their level of English. Try to note the following:

- How the teacher starts and ends the lesson
- How the teacher speaks to pupils
- How the teacher involves all pupils, including shy ones, in the class activity
- What the teacher's attitude is to pupil errors and error correction
- How the teacher controls disruptive behaviour, lateness, and lack of effort

Remember that it is not good practice to correct another teacher in front of students.

Your observation period can also be a valuable opportunity to discuss with your mentor teacher about the following:

- How you are finding your experience and settling in
- If you have any additional requirements which may facilitate your placement.

7.3 Absence from school

Please remember that you are a member of staff and must therefore adhere to the holiday dates set by the school. If you cannot work because of illness, you should inform your school(s) immediately and within 48 hours by telephone.

You may be asked to provide a letter from a doctor to justify your sick leave. This should cover the entire duration of the absence and must be sent to the school and, if applicable, Spanish authorities as soon as it is issued.

Any prolonged absence on account of illness should be reported as soon as possible to the Ministry / Comunidad and to the British Council. Requests for leave of absence for any other reason should be made in advance to the head of the school(s) who is within his/her right to refuse it. You should ensure any permission of absence is provided in writing as evidence.

If it becomes necessary to resign from your post, you must give sufficient prior notice in writing of your intended departure to the school, Ministry / Comunidad, and the British Council, setting out your reasons in full. If you are an undergraduate, you must also inform your university / college in the UK.

7.3.1 Pay deductions

If you are absent from school without prior written authorisation (or without providing doctor's evidence for your illness) a financial penalty could be deducted from your monthly allowance. Deductions are usually calculated via a daily rate from the first day of your absence until your return to school. In some cases, these deductions may also span weekends or holidays during your period of absence.

In most circumstances, the British Council is unable to intervene in matters of pay deductions due to unauthorised absence. Assistants must make themselves aware of and comply with their own school's policy. Please be aware that your school may have a different policy to that of other assistants working in the same region.

7.4 Social media

You should be very careful about how you use social networking sites while you are an assistant in Spain. Keep your profile private so that it can only be seen by people you intend to see it. If you invite other teachers to be 'friends', remember to remain professional in what you post and be careful what you say about your employer.

You should not exchange personal contact details with students, invite them to be 'friends' or accept similar invitations from them. Check with teachers about the school's internet policy, particularly regarding online communication involving students both inside and outside school. It is exceptionally important that you understand issues around child protection, both to protect the students and to protect yourself from any damaging and potentially serious accusations.

7.5 Building support networks

Even if you have been to Spain before it is possible that you will find some things strange at first and will need a little time to settle in. Give yourself some time to adjust – in the beginning, you will have a lot of administrative matters to deal with.

7.5.1 Getting to know the locals / other assistants

On arrival, the thought of making friends and mixing with the locals can seem like a daunting task but, as long as you are prepared to put yourself out there, it is a part of the experience which previous assistants have found the most enriching.

Former assistants have recommended that you don't spend all your free time with other programme participants, as you will not be able to integrate into your community and life in Spain. On the other hand, don't feel that you must cut yourself off from them – your programme peers can provide a very good support network for each other, as you understand each other's experiences. Don't forget that there might be language assistants from other countries in your area too.

Here are some other ways to meet people within the area:

- Enrol for an evening class, join a sports club, music group, choir, etc.
- Join or set up a language exchange
- Join the local Erasmus society through the ESN network
- Enquire about joining the local university and attending lectures
- Get involved in the local culture and join clubs that you couldn't join in the UK
- Volunteer for a charity, society, festival, etc.

7.5.2 Getting to know your colleagues at school

Starting any new job can be a daunting experience, no matter how confident you are. It's completely normal to be unsure of where to go, what to do, or who to talk to at the beginning.

Here are some tips for setting into school life and getting to know your new colleagues:

- Showing that you are enthusiastic and keen to get to know staff will go a long way. Start with a simple hello or ask how their weekend went. Remember, though, that you will be working in a school environment, therefore staff may not have a lot of free time.

-
- Try introducing yourself to staff you may not directly work with; for example, teachers in other departments, lunch time staff, receptionists, caretakers, etc. If there are social occasions or team meetings, try to make an effort to attend.
 - Ask if you can get involved in activities organised by the school, such as after-school clubs, sports events, theatre/music productions, and open days.
 - If you hear about something happening which interests you, ask if you can become involved. Don't wait to be invited as people may assume that you're not interested.
 - Some colleagues might want to practice their English with you, which is a great way to integrate yourself in the wider school community. Socialising with colleagues is also a good opportunity to improve and practice your Spanish; however, keep in mind that some schools will ask you to speak only English around your students.

You can hear more tips from former assistants in our [settling-in podcast](#).

7.5.3 Rural posts

It should be noted that a lot of the posts in Spain are in rural areas. Past assistants to rural areas have had very positive experiences as they have been able to see “real Spain”.

Sometimes assistants posted to rural locations find that it can be more challenging to adapt to, especially at the start; however, it can be a very enriching experience on a personal development level and a real immersion in Spanish culture and language. Often assistants in rural postings comment that they receive much more support from their school which can help with settling into life in Spain.

7.6 Concerns and Queries: Who to contact?

Conditions in schools in Spain differ from those in the UK. We have come up with a ‘who to contact’ guide to assist you with who to ask if you have a query or concern regarding your placement. This guide is included with your summer information pack, and you can consult it for help with who to contact if you have a query or an issue.

Meeting regularly with your mentor teacher gives the opportunity for them to give feedback about your performance and for you to raise any concerns or issues. Do tell people if you have problems or if you need information as, otherwise, they may assume everything is fine.

A lot of past assistants may tell you that their assistantship in Spain was the best year of their life. This can raise expectations and often leads to people feeling low, especially during the first few weeks until they settle in.

The assistantship year is a wonderful opportunity to absorb Spanish language and culture and gain valuable life experience and transferable skills. However, it is perfectly understandable that when abroad in a completely different environment, there may be times when you feel homesick, have trouble with pupils or colleagues, or with your living situation, and so on.

When you're feeling like this, it can be useful to know that there are confidential, free-of-charge services available to lend a listening ear. To talk to an English-speaking volunteer, you can call Samaritans in Spain on **900 525 100** or email pat@samaritansinspain.com. Please also see the other mental health resources listed in section 5.2.3.

Section 7 Recap

- Attend induction organised by Spanish authorities
- Carry out an observation period in school
- Understand your school's policy for absence and sickness
- Make social media accounts private
- Get involved in school life - clubs, societies, staff room
- Familiarise yourself with the 'who to contact' guidance

8 Language learning and studies

Although there is no Spanish-language requirement for taking part in the programme, it is a good idea to learn at least some basic Spanish before starting your placement. This will make it easier to complete the necessary administrative tasks and other day-to-day activities when you first arrive in Spain.

8.1 Resources for language learning

- [BBC - Learn Spanish](#). Offers a wealth of resources for learning Spanish, including short guides, videos, and the BBC World News service in Spanish.
- [Memrise](#). A sophisticated platform for language learning, with a large online community. App also available.
- [Duolingo](#). A simple platform for language learning which is very easy to access. Bite-size lessons allow the user to practice anywhere from five minutes a day. App also available.

9 Money Matters

9.1 Bank Account

It is essential that you open a bank account soon after arriving in Spain in order to receive your monthly payments from the Spanish authorities.

Details of how to open a Spanish bank account will be given at the induction course and/or sent to you by the Ministry / Comunidad. If you are not attending the induction course, you should ask your school to help you.

We recommend waiting until you arrive in your town of appointment as this will allow you to research all the local options, seek recommendations, and receive help from your school.

The Spanish authorities are likely to set a deadline for you to submit your bank details to them (usually around mid-October, but this can vary). If you miss this deadline **your initial monthly pay may be delayed** so be sure to follow closely any instructions received from the authorities.

Things to consider when opening a bank account:

- When opening an account, you should specify that you are taking part in an educational programme through which you receive a monthly stipend / grant – this will help to avoid commission charges.
- Check with local banks in advance to find out what kind of documents will be required – you are likely to need photocopies and originals of all important documents (e.g. passport, nombramiento, visa, rental contract, NIE).
- In Spain you generally need a **NIE number** to open a bank account – this can be difficult in the first months; however, former assistants have told us that they have successfully opened an account using only their passport / nombramiento. Then, when they obtained their NIE, they notified their bank and were able to update the details on their account. (See section 6.1.1 for more on the NIE.)

9.2 Tax

As you are paid a stipend, you will not pay Spanish income tax on your earnings as a language assistant. You may be taxed for any additional jobs you take on in Spain and should check how much you can earn per year without having to pay taxes.

Our team cannot assist you in this area for data protection reasons and also because we are not trained in tax and therefore cannot give advice on how your personal circumstances will affect your tax payments.

Enquiries regarding UK income tax should be addressed to a local tax inspector – please check with [HM Revenue & Customs](#) for information about who to contact.

9.3 Monthly allowance

Important note: During your time as a language assistant, you will be paid directly by the Ministry of Education or the regional authorities in each Comunidad, as they are your employers during the assistantship. The British Council are not your employer and do not administrate our assistants' payments. Any issues or queries surrounding pay are therefore best resolved by getting in direct contact with the relevant party within Spain in the first instance.

You will receive a monthly allowance (*ayuda mensual*) of around €700. (There are some Comunidad posts where assistants will receive a higher monthly allowance for working more hours a week, but this is made clear in your nombramiento.) **The first payment of your allowance may not arrive until late November**, so you should ensure that you take at least around £1000-£1500 or a credit card to cover initial costs (**more might be required in larger cities**).

This is likely to be an expensive month as you will have to put down a deposit on accommodation and invest in things like mobile phones and possibly extra furniture. We recommend that you budget for at least two months without pay so that you do not run out of money before you get paid.

As noted above, you will need to open a Spanish bank account in order for the Ministry / Comunidad to issue your monthly pay. The Spanish authorities will set you up on their payment system once you arrive in Spain and it is very important that you follow all instructions received from them regarding any deadlines and forms you need to fill in.

It is also useful to have access to your UK bank account throughout the year in case there are delays to the allowance payment. **Make sure you inform your bank before leaving the UK that you may use it in Spain so that they do not block your card.** Be aware that you are often charged for using your UK debit card to withdraw money abroad. You may wish to check what your bank charges are. Please double-check this information with your local branch should you wish to pursue this option.

Section 9 Recap

- Gather documents and open your bank account once in Spain
- Consider your salary and budget for expenses
- Check your tax situation
- Make sure the Spanish authorities have your payment details

10 End of your placement

10.1 Administrative matters

10.1.1 Bank

Make sure you do not close your Spanish bank account until you have received any final payments you are due. You are advised to keep your account open for a month or so after the contract has ended to ensure that all outstanding payments have been received.

Please do check on the conditions for transactions relating to your account. For example, it might be that you can only close your account in the same branch in which you opened it.

10.1.2 Accommodation

Please make sure that you leave a good impression with your landlord – a future assistant may be depending on this:

- Leave a forwarding address with your landlord so that they can forward any mail on to you.
- When you leave your accommodation, remember to cancel any personal contracts, (e.g. internet or utilities).
- Discuss with your landlord what you need to do for them to return your deposit and terminate your rental agreement, as well as arranging the return of your belongings if you have already left.
- If you rent your flat through a property agency, they may want to carry out an inspection before returning your deposit; if possible, you should make sure that you are present during the inspection to avoid any potential disagreements at a later date. Alternatively, you may wish to take photos of your accommodation before leaving to document how it was left.

10.1.3 Reference

If you haven't already done so, please liaise with your host school to ask for a reference:

- This will be invaluable when it comes to an official record of your assistantship and for any future applications to be a language assistant. This should ideally be on headed paper, stamped or signed, and should comment on your performance as an assistant.
- Please note that as the British Council is not the employer, we are unable to provide references for language assistants. We can only provide a certificate certifying dates of participation, upon request.

10.2 Staying a consecutive year

English Language Assistants who wish to apply to stay at the same school or go to a different area in Spain for the academic year 2022/23 must apply through the British Council. Further information will be posted via [our website](#) in due course.

Some Spanish regions have limits on how many years you can work as a language assistant. All applicants who have previously worked in Spain must double-check their eligibility to apply to their chosen region of Spain by consulting the authorities in their region of choice.

If you want to renew your post in your current region / school, you must keep an eye out for communications direct from the local authorities in your region. Some regions may also ask you to submit additional information to them directly in order to renew your post. For further information on the renewal processes in your chosen region, you should contact the local authorities directly.

It is your responsibility to check that you are eligible to renew in your chosen region of Spain before submitting your application to the British Council, and the final decision on placements within Spain lies with the relevant Spanish authorities. Non-compliance with their requirements could result in the rejection of your application and the Spanish authorities reserve the right to reject any applicants later in the year who have not met their eligibility requirements.

10.3 Ambassadors

Ambassadors play an essential active part in promoting this opportunity. By representing a British Council programme, former assistants will be able to develop their creative, organisational and professional skills and network with the future generation of assistants. To have an opportunity to be involved with this, you must have filled out our end of year survey which will be sent towards the end of your assistantship.

10.4 Getting into Teaching

If you want to take your assistantship to the next level, find out more from the links below about how to get into teaching and inspire future linguists:

- England: <https://getintoteaching.education.gov.uk/>
- Wales: <https://educators.wales/>
- Scotland: <https://teachinscotland.scot/>
- Northern Ireland: <https://gtcni.org.uk/professional-space/professional-competence/getting-into-teaching>