INTRODUCTION

Congratulations on being selected for a year abroad as an English Language Assistant in Québec!

These notes contain important information and advice on a variety of practical and administrative matters affecting English Language Assistants in Québec. They should be read carefully, retained for reference and considered alongside any information from Education internationale or the Canadian Authorities.

If your permanent (UK) home address, personal e-mail or phone number change at any point from now until the end of your assistantship, please inform us immediately by e-mail. We may need to contact you during the year with updates, invitations or urgent messages.

The information in this booklet is as up-to-date as we can make it, but if you spot any mistakes, let us know and we can update the information for the incoming assistants next year.

And finally... have a fantastic time! Québec is a great region and you will have the opportunity to do some amazing things while you’re out there. Your language skills will undoubtedly improve, and you will likely pick up some teaching tips and life skills along the way.

Bonne chance!

The Language Assistants team

British Council
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THE BASICS

Co-operating partner
Your contact at Éducation internationale (EI) throughout the year is Renaud Brissonneau. His contact details are as follows:

Renaud Brissonneau
Éducation internationale
Équipe des Programmes internationaux d’assistantes et d’assistants de langue
3005, 4e avenue, Bureau 300,
Québec (Québec) G1J 3G6
assistants@education-internationale.com
Tel: +1 418 651-4667 Ext: 144

Period of appointment
In light of the pandemic, this year the expected period of appointment is from 1 November 2020 to 31 May 2021 for primary and secondary schools. Please note ELAs may be able to start sooner should they obtain their work permit before November 1st. Assistants are expected to work 18 contact hours per week, and a further 6 hours of preparation time can be incorporated into your timetable as decided by the commission scolaire (local education authority) or school. You are entitled to the usual school holidays.

THE LANGUAGE ASSISTANT’S ROLE
The role of a language assistant is a very important one, and one that we hope you will enjoy. Please remember that you will be a member of staff, with the responsibilities and required professionalism that this entails. Please refer to the ‘Responsabilities of the English Language Assistant’ section on our website for more information on your role.

You will also be an ambassador for the UK and its culture. The way you behave and represent the UK will shape the view of the UK of those with whom you are in contact. Your first-hand experience of life in the UK is an excellent resource, and you should draw on this in your lessons. We provide a lot of advice to help you incorporate cultural content into your lessons – please see our Teaching English website for more information.

It is important to be resourceful and use your initiative. If you do not think that you are being used sufficiently, make suggestions of topics that you could discuss with the students, activities you could do with them, materials that you could bring and so on. Remember that teachers are very busy and some will be more responsive to your ideas than others, so don’t be put off if your suggestions are not taken up immediately.

Please refer to the first two paragraphs of “Personal & Practical Issues” to learn about other aspects of the assistant’s role.

Predecessors
Contact details of those assistants appointed to Québec last year and who have agreed to
share their details with you have been sent in a separate document. It should be noted that schools do not necessarily receive assistants from the same anglophone country each year, and the British Council holds records of assistants from the UK only. Past assistants have emphasised how useful it is to contact former assistants in their area and have described their advice as “invaluable”.

Contacting your school

Schools in Québec close for the summer holidays at the end of June and re-open in the last week of August. Do not worry if you have written to your school and have not yet had a reply. You may still get a phone call. It is essential, however, that you reply to any letter you receive from Québec, be it from the Commission scolaire or direct from the school.

Bill 21

Bill 21 was passed by the National Assembly of Québec in June 2019 and is a secularism law stating that teachers in the public sector are not allowed to wear religious symbols at work. While ELAs are not technically teachers, you will be perceived as such by students and parents. Therefore it is worth familiarising yourself with this law as it may affect you and/or be something that is mentioned during your time in Québec. Please note that this is beyond the control of EI or the British Council.
ARRIVAL

Passport and work permit

Assistants must be in possession of a standard 10-year passport before leaving the UK and are advised to ensure that it will not need to be renewed until 6 months after the end of the assistantship. Those who don’t have a passport, or who need a new one, should complete the application procedure as soon as possible, either through a regional Passport Office or online at [https://www.gov.uk/apply-renew-passport](https://www.gov.uk/apply-renew-passport). Note that the work permit application cannot be started until you provide your new passport.

UK assistants appointed in Québec require a work permit: it is essential that you have this before you leave the UK, otherwise entry into Canada may be refused. Instructions were provided on the procedure to follow with Citizenship and Immigration Canada.

Assistants are advised to take 2 or 3 physical copies of the following documents:

- Passport (front cover, photo page, visa page)
- Contrat de travail (from Éducation internationale)
- Work permit authorization letter (from the Canadian High Commission)
- Any other important documents

You should also store digital copies of these documents, ideally in a few different password-protected places so that you can access them on the go.

Remember to store the originals separately in a safe and secure place. You should also take note of the number to call if you need to cancel a credit or debit card whilst abroad.

Foreign Commonwealth & Development Office Information

Before travelling to Québec you should ensure that you check the FCDO’s travel advice pages and ensure that you have subscribed to updates so that you receive any important changes to the FCDO’s advice. During a crisis, advice for British nationals will be published on the travel advice website and updated regularly, so by subscribing you will ensure that you are aware of any updates. You can register for emails using this link. We also recommend that assistants read the Checklist for Travellers document provided by the FCDO.

There is also now a dedicated page for advice concerning the Coronavirus (Covid-19) pandemic in Canada.

Travel & Montreal meeting

You are responsible for the cost of your own travel to Canada and any travel to and from your place of appointment during the year. The following websites may help you when booking your travel:

- [www.canadianaffair.com](http://www.canadianaffair.com)
- [www.airtransat.com](http://www.airtransat.com)
- [www.britishairways.com](http://www.britishairways.com)
- [www.aircanada.com](http://www.aircanada.com)
- [www.skyscanner.net](http://www.skyscanner.net)

You may have received information from EI about arriving in Québec. Normally there is an induction meeting that takes place in Québec. However, this year, this is not currently planned to go ahead. Please familiarise yourself with any information provided by EI and keep it for reference amongst your papers. EI will let you know about any alternative induction and keep you guided through all the paperwork concerning social security and other matters.
Quarantine

According to current Canadian government guidelines, you are expected to quarantine upon arrive in Canada. It is ultimately your responsibility to provide a quarantine plan according to what the government requires at the time of arrival. Should your plan not comply with the requirements, you may be refused entry. Neither EI nor the British Council will be able to reverse this decision. It is vital you factor this into your travel plans. One of these guidelines is that travelers entering must provide contact information and have developed an app to carry this out.

MONEY MATTERS

Monthly allowance, currency & banks

Assistants posted to primary and secondary schools receive a gross sum over the 9 months of $CAN 15,300 ($CAN 1,700 per month) paid by bank transfer. The method of payment depends on the commission scolaire or the school in question, but you will have received the same amount at the end of the year as others on the programme. As discussed at the London briefing, you are advised to have available to you £1,000 - £1,500 to cover your first month’s expenses. This amount may differ depending on your location and how much rent you are required to pay in advance. Take $CAN 250-300 of this in ready cash.

Normally, you are advised to wait until you get to your town of appointment in Québec before opening a bank account. This will allow you to research local options, seek recommendations and choose what will be most convenient for the rest of the year. However, please consult the insurance document regarding the possibility of an online bank account if this would be beneficial.

Income Tax

Generally, your salary should not be taxed by the Federal Government nor by the Provincial Government throughout the year. However, you may have to pay a small amount at the end of the year. There will also be a small amount deducted from each pay for social contributions (pension plan and parental insurance plan). You will need to fill out a TD1 form to state that you will earn under the tax threshold whilst working as a language assistant and file your taxes in April. Some schools (or assistants) may decide to have tax removed from every paycheck. In this case, if you have paid too much, the government calculates how much you will get back when declaring your taxes.

N.B. The financial year in Canada runs from January to December. However, it is normally the case that 100% of the remuneration received abroad will be liable for UK tax.

You are reminded that the UK tax year runs from 6 April to 5 April and that income earned in the UK between April and the start of your assistantship may be taken into account when your own or your parents' tax liability is being assessed. Enquiries regarding UK income tax should be addressed to a local Inspector of Taxes, not to the British Council. This is because we are not trained in tax and cannot give advice on how your personal circumstances will affect your tax. It is also for data protection reasons.

Insurance

(See also separate sheet from the briefing called ‘Québec Insurance 2020-21’)

The Québec National Insurance Plan (RAMQ or Régie de l’assurance maladie du Québec) covers assistants for most medical expenses. However, due to government legislation, all non-residents applying for a RAMQ card will not be covered for the first 90 days (i.e. from the date on which you apply for your health card). Full details and application forms will be provided when you are in Québec. You are strongly advised to take out a comprehensive policy for at least the first 90 days before the issue of your RAMQ card (Carte Soleil). The card is free as a condition of the programme however there is a small administrative fee for the pictures (around $CAD 12), and only provides cover for Québec. In the rest of Canada, treatment will be covered only up to the cost of the same treatment in Québec. If you travel to the United States, you will not be covered by your ‘Carte Soleil’. Beware: outside
Québec medical expenses, even for minor complaints, can be very high.

Assistants should note that the policy provided by the Québécois authorities does not cover prescriptions (these can be very expensive), routine dental and ophthalmic treatment, or ambulance transportation. You may therefore wish to consider private insurance against these eventualities.

It is strongly recommended that, at the very least, you take out a comprehensive insurance policy in the UK to cover you for the first three months after leaving home. The British Council is unable to advise on private insurance packages, you are recommended to consult an insurance broker for professional advice and to check whether you are covered by your parents' insurance policy. Undergraduate assistants may find that a "study abroad" policy purchased online.

The British Council will not be responsible for you while you are in Québec, although we will offer support when necessary. We advise you check the Line of Referral document if you have a problem.

**ADMINISTRATIVE MATTERS**

**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) and local education authority immediately by telephone. You may be asked to provide a letter from a doctor. This should cover the entire duration of the absence and must be sent to the school and, if applicable, local authority, as soon as it is issued. The school(s) must also be informed by telephone of any absence. Any prolonged absence on account of illness should be reported as soon as possible to Education internationale 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 their right to refuse it. You are reminded that if you are absent from school without prior authorization your allowance will be discontinued from the first day of your absence.

If you wish to withdraw from the programme, you must give sufficient prior notice in writing of your intended departure to the school, the EI 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. Withdrawing is also strongly discouraged, as it means that pupils are left without a language assistant, which can affect academic results and our relationship with our partners in Québec.

**Solving problems**

School conditions in Québec differ from those in this country. Any difficulties should be discussed with your mentor teacher (responsable) and/or the teacher of the class concerned in the first instance. If the problem cannot be solved this way, then talk to the head teacher or if in the public sector, get in touch with your responsable at the local education authority (Commission scolaire).

Satisfactory solutions can usually be found through such discussions. If the problem remains unresolved, you may contact Education internationale (see section Co-operating partner for contact details). The British Council in the UK will be happy to advise, but problems are dealt with most quickly and effectively locally.

Do tell people if you have problems or if you need information as otherwise, they may assume everything is ok. The authorities will not appreciate it if you suffer in silence and complain six months later. A lot of past assistants may tell you that their assistantship in Québec 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 French language, Québécois culture and gain much in 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.

The British Council has a **zero-tolerance policy approach to discrimination of any kind**. If a serious incident occurs and the line of referral is not appropriate, please contact us.

### SETTLING IN

#### Accommodation

The **Commissions scolaires** and/or the schools will help assistants find somewhere suitable to live: either in a studio, with a family or sharing a flat. Obviously, the remoter the area, the more limited the choice of accommodation, but it is worth taking your time to find something suitable. Do not feel pressured into taking the first thing you see. Further details and advice will be given to you at the Montreal meeting.

When renting accommodation, you should not be asked for a deposit as this is illegal in Québec. Renters' rights are protected by the **Régie du logement** ([www.rdl.gouv.qc.ca](http://www.rdl.gouv.qc.ca)). When you leave your accommodation, remember to cancel any personal contracts e.g. internet or utilities.

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. Make sure that there is a period of notice written in the contract to avoid problems if you decide to change your accommodation during the year.

Signing a rental agreement, please be aware of the notice period given. It is recommended to include a 'diplomatic clause' in the rental agreement to allow for a shorter notice period in the event that the rental agreement needs to be terminated prematurely due to force majeure (including in the event of a pandemic or a travel warning officially issued by a government). This is advised particularly in the light of the current Covid-19 pandemic.

#### Creating social networks

Even if you have been to Canada before, it is possible that you will find some things strange at first and will need a little time to settle in. 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 be proactive, it is a part of the experience which previous assistants have found incredibly enriching. Give yourself some time to adjust: you don’t need to feel like a local within a week and in the beginning you’ll have a lot of administrative matters to deal with.

The best way to start is with colleagues at school. Make sure you are positive, enthusiastic and willing to learn. Socialise as much as you can with colleagues and accept all invitations to events, dinner etc. Tell people what your interests are and ask them to let you know what’s going on in the local area. Alongside this, do keep in mind that teachers can be very busy, especially during exam periods.

Apart from your work in the classroom you may be able to attend other classes in subjects which interest you. You will find that you become much more integrated into school life and gain considerably more from your stay if you become involved in activities organised by the school, such as sports days, theatre or music productions or modern language societies. Go to school ‘open days’ or parent evenings as these are also a good way of meeting people. If you hear of something happening that interests you, ask if you can become involved. Don’t wait to be invited as people may assume that you’re not interested.

It is also a good idea to get in touch with other people in the area before you leave. One useful way to do this is to get in contact with a previous assistant in your region and ask them to give you any e-mail addresses or numbers of contacts they made. Another excellent way to meet new people is to set up language exchanges with local people who want to practice their English. You could also enroll at a local language school, offer English lessons to colleagues/locals, join a club and join assistant groups on social networks such as Facebook. There are often Facebook groups for people who are new to the
city/town, which organise different events to help people make new friends - just search for 'new in "city name"'. Previous assistants have also suggested joining a local Couchsurfing group as they often organise social activities.

You should be very careful about how you use social networking sites while you are an ELA. Keep your profile private so that it can only be seen by people you intend to see it. You should not invite other teachers to be ‘friends’ unless they add you. Remember to remain professional in what you say on your wall and be careful what you say about your employer.

You must not exchange personal contact details with students, invite them to be ‘friends’ or accept similar invitations from them. This is regarded as inappropriate behaviour. You should check with teachers about the school’s internet policy, particularly regarding any online communication involving students either in or outside school.

It is vitally important that you understand issues around child protection, both to protect the students and also to protect you from any damaging, and potentially serious, accusations.

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

- Live with native speakers
- Enrol for an evening class; join a sports club, music group, choir etc.
- Get involved in the local culture and join clubs that you couldn’t join in the UK
- Volunteer for a charity, society, festival, etc.

Former assistants have recommended not spending all of your time with other assistants, as you won’t be able to integrate into your community and life in Québec. On the other hand, don’t feel that you must cut yourself off from them completely – assistants can provide a very good support network for each other, as you understand each other’s experiences. Don’t forget that there may be language assistants from other countries in your area. You may wish to ask your employer if they have contact details.

As a golden rule, try to say yes to every social opportunity presented to you that does not compromise your personal safety. You can accept invitations to places and activities even if they do not sound interesting as you might meet other people there who do share your interests.

Travelling around

Useful travel websites:

- [www.lonelyplanet.com](http://www.lonelyplanet.com)
- [www.lonelyplanet.com/thorntree](http://www.lonelyplanet.com/thorntree)
- [www.viarail.ca/en](http://www.viarail.ca/en)
- [www.roughguides.com](http://www.roughguides.com)
- [www.aircanada.com](http://www.aircanada.com)
- [www.routard.com](http://www.routard.com)
- [www.expedia.ca](http://www.expedia.ca)
- [www.orbitz.com](http://www.orbitz.com)
- [www.worldtravelguide.net](http://www.worldtravelguide.net)
- [www.travelocity.ca](http://www.travelocity.ca)
- [www.westjet.com](http://www.westjet.com)

Please note that in Canada you have to be at least 21 years old to hire a car in your name; some car-hire companies even have a minimum age of 25. An assistant who is less than 21 can sometimes be nominated co-driver on a car-hire contract (since the minimum legal age to drive is 18) but this, too, varies from one company to another.

For detailed information on road conditions throughout Canada, please see the Transport Canada web site at [http://www.tc.gc.ca/eng/menu.htm](http://www.tc.gc.ca/eng/menu.htm) or the Canadian Automobile Association Site at [https://www.caa.ca/](https://www.caa.ca/), both of which provide tips for travelling safely on Canadian roads. Canadians drive on the right-hand side of the road.

Many assistants in the past have used the ‘organised lift’ company, called Amigo Express ([www.amigoexpress.com](http://www.amigoexpress.com)). There is also a Route Verte cycle network for those who are keen cyclists: [www.routeverte.com](http://www.routeverte.com).
N.B. A tip of 15% is expected in most restaurants and waiters in bars expect a small tip for each drink they bring you, even at the bar. Taxi drivers also expect a tip of about 15%. It is not necessary to tip at take-away counters and in fast food restaurants.

**Personal Safety**

It is very important to stick to the same health and safety rules as you would at home and always heed advice given by local people. Please refer to the Personal Safety Leaflet which provides an emergency telephone number as well as essential guidelines on how to avoid potentially dangerous situations.

We strongly advise that you spend some time looking at the Foreign and Commonwealth Office website and check it regularly as there is a lot of useful and up-to-date information provided. We also recommend that assistants read the ‘Advice for Travellers’ documentation which can be found here: [https://www.gov.uk/travelaware](https://www.gov.uk/travelaware)

**ISIC cards**

International Student Identity Cards cost around £12 and are available online and from student travel agents such as STA and BUNAC. They can be used to obtain cheap entry into certain museums, theatres, cinemas and art galleries. They may also entitle you to certain travel concessions. Please see [www.isiccard.com](http://www.isiccard.com) for further information. Please note that in order to obtain an ISIC card you need to be a full time student. For non-students under 26 there is the International Youth Travel Card, which can be bought in the same way – see [http://www.istc.org](http://www.istc.org) for details of discounts available.

**Phoning home & mobiles**

Be sure to shop around for the best deal on your telephone contract. There are many service providers in Québec and these can vary from region to region. Many of these companies offer long-distance calling packages, so it is best to ask what local offers there are when you first sort out your phone. In Québec City and Montreal you can buy a number of different phonecards – the most popular are Global and Vox – and you can make cheap calls to the UK with these. Previous assistants have also found Sprint Canada to be worthwhile.

With regards to mobile phones, you will only be able to use your UK mobile phone in Canada if it is a tri-band phone. Previous assistants have recommended the following pay as you go Canadian phone providers: Solo Mobile (available through Espace Bell stores) Fido, Telus and Koodo. More information on this will be given at the Montreal meeting and can be requested from one of your predecessors as they will know what network coverage is like in your region.

**Preparing for the winter**

Assistants should remember that the long winter season in Québec is very cold by European standards (although it is a dry cold), and you are strongly advised to think carefully about the kind of clothes you take with you. Some items (boots, coats) are best purchased in Québec as these will be designed to withstand local conditions; others (ski wear) can often be borrowed from friends and colleagues. On the other hand, schools, office and apartment blocks, shopping malls etc. are usually very warm and well insulated and you will also require light clothing.

**Useful websites and recommended reading**

Former assistants recommended the following guidebooks: Rough Guide to Canada, Guide Routard de Québec, Lonely Planet Canada

Some useful websites:

- [www.quebecoriginal.com/fr-ca](http://www.quebecoriginal.com/fr-ca)
- [www.radio-canada.ca](http://www.radio-canada.ca)
- [www.voir.ca](http://www.voir.ca)
TEACHING TIPS AND RESOURCES

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

British Council Teaching Resources

The British Council produces and co-produces a range of resources specifically for Language Assistants. Making use of these will help you to deliver interesting and useful classroom activities and will support you in solving problems in the classroom.

The British Council is also closely involved with the teaching of English abroad. Local branches develop useful resources and organise a range of cultural activities, which may be of interest to you and your school. For information on forthcoming events, go to http://www.britishcouncil.ca.

Please note that many foreign schools are anxious to establish links with UK counterparts in order to share information and arrange pupil exchanges. Assistants are encouraged to help in whatever way possible in establishing such links and there is information and guidance on the British Council Schools Online website:

https://www.britishcouncil.org/school-resources

There, you can also find resources for classroom activities and projects, such as ‘Culture in a Box’ or ‘Shakespeare Lives’.

Language Assistants Manual

‘Language Assistant’ by Clare Lavery is a resource book designed for language assistants and provides information on all aspects of the role. This can be downloaded here:


Please read this carefully as it is extremely useful in preparing you for your assistantship.

TeachingEnglish and LearnEnglish

TeachingEnglish is an online resource centre produced jointly by the British Council and the BBC, which you can access here: http://www.teachingenglish.org.uk.

On the site you can find:

• Teaching tips
• Seasonal lesson plans based around UK topics
• Primary tips
• Classroom games

The British Council Learn English website is an excellent free online resource for students of English with lots of games, stories, listening activities and grammar exercises:

http://learnenglish.britishcouncil.org/en/

This may be a useful tool for you to use for your teaching but also to pass on to your students for them to access from home.
Teaching materials

One way of making language learning real for your pupils is bringing authentic materials from the UK into the classroom. Take the opportunity to collect a variety of resources while you are still at home.

Past assistants have found that the following materials worked well:

- Photos of family and friends and your home town
- Postcards
- Examples of UK coins and notes
- Train tickets and timetables
- Stamps
- Christmas cards and crackers
- Magazines and local newspapers
- Tourist brochures
- UK food (marmite, jelly, chocolate, custard, mince pies, gravy granules, etc.) – make sure these are allowed through customs before packing!
- Recordings of friends’ accents and conversations

The more materials you can find the better (although bear in mind luggage allowance when you’re packing! You will be able to find a lot of resources online). Think about what worked well for you as a language student and about which items you find interesting when you are in a foreign country. You can also ask your host school(s) whether there is anything specific they would like you to bring and to find out about topics you are likely to be asked to cover during your assistantship.

Social Media Links

You are welcome to join a private Facebook or WhatsApp group to facilitate communication with other assistants in Québec. We will also be updating social media with further opportunities and items of interest throughout the year – follow @Languageasst on twitter. We also encourage you to keep in touch with us throughout the year with details of your activities – you can email languageassistants.uk@britishcouncil.org, or tag us on social media and we’ll be sure to give you a like!

Teaching English Course

This year, we have taken the decision to provide all outgoing English Language Assistants with access to a free teacher training course. Normally participants would be required to pay a fee for access to a different course, however the British Council will cover the costs of this new course. There will be 6 self-access modules which each take a recommended period of 1 week to complete. The modules are as follows:

1. Getting started
2. Child protection
3. Understanding Grammar
4. Understanding Special Educational Needs
5. Understanding grammar teaching – focus on form
6. Engaging with learning technologies – developing reading skills with digital tools

You will be emailed directly and prompted to register for the training course. Although completion of the course is not mandatory, it is highly recommended, and completing the child protection module is mandatory for all allocated English Language Assistants.

You can find out further information on the Language Assistants Teaching English course on our website, under the preparing to teach heading. In light of the Covid-19 pandemic, some schools will have online classes and remote teaching. We encourage ELAs to research tools and methods in that sense, such as looking into ICT.
MISCELLANEOUS

• Co-operating partners abroad have requested that the attention of British visitors be drawn to the severe penalties imposed for drug offences, drinking in public places and for 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.

• Married students should note that the allowance is intended to provide for one person only. However, if an assistant’s spouse remains in the UK and is unemployed, he/she may be barred from income support or be required to refund whatever was received as such since the start of the assistantship. Enquiries should be made well in advance in order to prevent financial difficulties from arising during a married assistant’s period of appointment.

• Please note the British Council is not the employer of UK assistants abroad and should not be given as a referee in future job applications. In general the Head of the school would be the most appropriate referee.

Useful contacts

Please take note of the address of the British Honorary Consulate in Québec City in case of emergency:

British Honorary Consulate

Suite 700
1150 Claire Fontaine
Québec City
Québec G1R 5G4

(1) (418) 521 3000

The principal UK Diplomatic post in Canada is The British High Commission in Ottawa.

In case of loss of your passport refer to: https://www.gov.uk/report-a-lost-or-stolen-passport

Emergency Services in Québec: 911
ENJOY YOUR YEAR AND BONNE CHANCE!

“Work hard and you will not only feel proud but also appreciated by those you work with!”

“Eating lunch with the teachers is daunting but definitely worth doing. Offer to help out with events, trips, or clubs! I did this for P.E and was able to go skiing for free! Offer your own ideas for the classes and just help out as much as you can, where you can. Invite teachers to socialise with you after work. They’ll almost definitely say yes!”

“The best piece of advice that I received and would offer to future assistants is never turn down any invitations! Then you will make friends, not feel lonely and have no regrets”

Every day at school the kids will make you laugh with their jokes and sayings and every weekend you will visit a wonder of the world you never thought you’d be able to see. If you love skiing, canoeing, wildlife, ice hockey, snow shoeing, swimming, seeing famous musicians and experiencing more snow than you ever thought possible then an assistantship in Québec is for you!

Thoughts from previous assistants

“Be confident and use English in the class-room. Don’t let on you speak their language otherwise they will never speak English.”

“Bite the bullet and ring your mentor as soon as you have their number – don’t wait for them to ring you.”

“Be professional. It is a job so treat it as such. If you’ve got any problems, discuss them straight away and get the problem sorted out early on.”

“It is surprising how fast the seven months will go so it is important to take advantage of every opportunity and to not let the language barrier get in the way.”

“Work hard and you will not only feel proud but also appreciated by those you work with!”

Oh, you speak French? Think again! When you visit Québec you will experience an entirely new, but beautiful French and you will learn more about Francophone culture in one month than you have in your entire life. Both inside and outside the classroom I learnt so much about Quebec that I knew nothing of 6 months prior.

“Don’t take things too personally because to school kids you’re a new, strange foreign person in their classroom with a funny accent. They may giggle or not answer because they’re embarrassed, but after a while you will build up a rapport with them.”

“Thoughts from previous assistants

When taking classes, always have a plan B, and a plan C ready!”

“I always gave out a handout in lessons. I found that the students needed something physical to look at and base the lesson on. They would lose attention very quickly if there was a completely speaking based lesson.”

“Even if you end up in a place/ situation that wasn’t quite what you were expecting, be determined to make the best of it, open to people and opportunities and you’ll have a wonderful time.”

“Escape lunches with the teachers is daunting but definitely worth doing. Offer to help out with events, trips, or clubs! I did this for P.E and was able to go skiing for free! Offer your own ideas for the classes and just help out as much as you can, where you can. Invite teachers to socialise with you after work. They’ll almost definitely say yes!”

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