

ENGLISH LANGUAGE ASSISTANTS
2019/20

KEY MESSAGES FOR TUTORS

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SUMMARY

	Language requirement (CEFR)	Number of posts available (figures subject to change)	Age limit	Notes
Argentina	B1	10	N/A	
Austria	B1	110	35	The age limit has been increased to 35 for 2019/20.
Belgium	B1	10	35	The age limit has been increased to 35 for 2019/20.
Canada	B1	30	35	The age limit has been increased to 35 for 2019/20.
Chile	B1	40	n/a	
China	Not Required	150-200	55	GRADUATES who are UK/Irish passport holders only.
Colombia	B1	20	Minimum 20 Maximum N/A	
Ecuador	B1	3	n/a	
France	B1	700	35	If it is unclear from the application form that the candidate holds a B1 level of French, they will be invited to a telephone language interview.
Germany	B1	240	n/a	The age limit has been removed for 2019/20.
Italy	B1	60	n/a	10 posts available in the Italian & German speaking region of Trentino-Alto Adige. The age limit has been removed for 2019/20.
Mexico	B1	20	30	
Spain	Not Required	1000+	60	
Switzerland	B1	French 11 German 16	Minimum 20 Maximum 35	

KEY UPDATES

- Applications open on **Monday 19 November 2018**.
- Applications close on **Friday 15 February 2019 (23:59 GMT)** for all countries.
- There is no longer a language requirement for candidates applying to Spain. Details [here](#).
- The upper age limit for Austria, Belgium and Canada has increased to 35 years old.
- The upper age limit for Italy and Germany has been removed.
- The three Parisian académies of Versailles, Créteil and Paris, will now be combined into one option, Île de France, in groups A and C.

GENERAL INFORMATION

APPLICATION STAGE

- **APPLICATIONS OPEN: Monday 19 November 2018.**
- **DEADLINE: Friday 15 February 2019 (23:59) for all countries.**

We expect many universities will continue to set their own internal deadlines, which tend to be before Christmas. We have made it clear on our website that candidates should check this with their universities in advance of applying. The 15 February deadline may be preferred by final year students and graduates.

Although we continue to prioritise undergraduates, we welcome applications from finalists/graduates who in most cases are also likely to be placed.

Applicants who have passed the first stage of shortlisting for the following countries will be asked to attend a video interview after the initial application stage: Argentina, Canada (Quebec) Chile, China, Colombia, Ecuador and Mexico.

The application process for Austria, Belgium, France, Germany, Italy, Spain and Switzerland remains unchanged (online assessment with tutor reference).

Applications will be assessed against the following criteria:

- Motivation
- Adaptability
- Target country cultural awareness
- Teaching Experience
- Expression and Presentation

ONLINE APPLICATION PROCESS

Applications can only be submitted online. Students will nominate a tutor as referee; the referee will be automatically notified of this and prompted to upload a reference. The referee cannot be changed once the application has been submitted and so please encourage your students to check with their tutor before nominating them as their referee.

STUDENTS: CONSIDERATIONS PRIOR TO APPLYING

Flexibility

Flexibility is a prerequisite for the programme: although we aim to allocate successful candidates to one of their three area choices, this cannot be guaranteed. Applicants must be prepared to accept a post wherever they are allocated.

Candidates applying to Canada, Latin America or China should ensure that they select this country as their first choice. However we would like to encourage more candidates to apply for these posts. Academic ability is not the only important factor; we look for candidates who show adaptability, flexibility and independence. We would greatly appreciate your support in encouraging suitable candidates to apply for these posts. As part of the selection process, these candidates may be invited to further assessment which will be an online video interview.

Candidates for Canada, Latin America, or Switzerland who are unsuccessful may be offered the opportunity to transfer their application to a European country if they meet the eligibility requirements of the transfer country.

Preferences

For most countries, applicants are invited to select three area preferences. Please note that the area refers to the region in question and not to the city (although they may be of the same name, e.g. Valencia, Montpellier). Applicants should thoroughly research the available regions in advance of applying.

Over 90% of applicants request to be placed in a large town or city and it is unfortunately not logistically possible to satisfy all requests. Applicants should keep in mind that many posts are in smaller towns and rural areas. The number of posts available for each country varies from year to year and is set by our overseas partners.

It is not acceptable for a student to submit an application and then drop out because they are not happy with the location they are offered. Withdrawals may result in a school not hosting an assistant in the future and therefore potentially damaging the programme for future generations, as well as relations with overseas partners.

Application Process

Please stress to students that this is a job application. There are more students applying than posts available. Candidates are expected to complete the application with as much care and attention as they would any other job application.

Religion / Secularism

Potential candidates are strongly advised to research the laws relating to matters that may be of personal relevance, such as outward displays of religion, in the countries of interest and specifically in the education sector. The British Council has no control over these laws. More details and sources of further information can be found in the country notes (available on each country page of our website) which candidates are required to read through in advance of applying.

In addition, if a candidate needs to take particular day/s as holiday for religious reasons, they/the tutor should let their employer know once in post. There is no guarantee that time off will be granted in some countries.

DISABILITIES/MEDICAL CONDITIONS

The declaration of disabilities, mental health or medical conditions is very important. Please ensure that students provide the relevant information in their application. This will not be used in any way as part of the assessment process, but to help us and our partners to find suitable posts for them as well as ensuring they have the appropriate support.

It is not acceptable for applicants to wait until they receive their allocation details before declaring any additional support needs they may have. If students fail to declare something at the time of application, we cannot guarantee we will be able to find a placement that meets their needs.

INTERNATIONAL CHILD PROTECTION CERTIFICATE

The International Child Protection Certificate (ICPC) is a criminal records check against police and intelligence databases in the UK. Please ensure candidates are aware that assistantships will not be confirmed until we have received and assessed their International Child Protection Certificate (ICPC). The cost of applying for an ICPC will be approximately £60 and candidates should not apply for an ICPC until told to do so. Candidates must not travel to the country of their posting until this is complete.

Candidates should be honest in their application form, providing information if they **have ever** been arrested, dealt with by way of Caution/Warning/Reprimand or been convicted of a criminal offence in England, Wales, Northern Ireland or Scotland. If a candidate commits a criminal offence or is the subject of any criminal proceedings after they submit their application, they must inform the British Council in writing as soon as possible. Failure to do so may lead to an application being withdrawn.

ERASMUS+ GRANTS AND BREXIT

Negotiations between the UK Government and the European Union are ongoing and as such we currently do not foresee any particular changes to the Language Assistants programme. As the situation becomes clearer we will issue specific advice on the subject, however in the meantime you may wish to consult the UK Government's website [here](#) for information on the potential implications of a 'no deal' scenario.

Please liaise with your university Erasmus+ coordinator to keep informed of any planned changes to the scheme beyond 2018-19. Latest updates can be found here: www.erasmusplus.org.uk/brexit-update

The standard training agreement issued by the Erasmus+ team should be used by students. Any changes to the form may result in further issues with partner organisations/host institutions refusing to sign.

INSURANCE

Students should be reminded to take out suitable insurance prior to their assistantship. We would recommend this is in addition to any insurance provided by the university and an EHIC card for European destinations. We provide advice on our [website](#).

STUDENT AMBASSADORS

Approximately 100 final year students across the UK have been selected as Language Assistant Ambassadors 2018-2019. They will be able to support the promotion of the programme as well as the application process. Please email Languageassistants.uk@britishcouncil.org if you would like details of the ambassadors at your university.

TUTOR SUPPORT

Further information in a presentation slide format is available to download on our website.

Tutors or education staff with questions regarding the programme are welcome to email or call the Language Assistants team for support throughout the year. Individual one to one support calls can also be scheduled by contacting the team by email: languageassistants.UK@britishcouncil.org.

Marketing collateral / presentation templates to support the promotion of the programme are available upon request. Please email us with your requests.

COUNTRY SPECIFIC INFORMATION

AUSTRIA

The age limit has been increased to 35 for 2019/20.

Short term posts, in either the first or second semester, will be available. Please note that these posts are limited. Please note we must match first and second semester candidates to make up a full placement, therefore flexibility regarding which semester the assistantship is undertaken is essential.

BELGIUM

Ten posts are available in Belgium, in both higher education establishments and secondary schools.

Please be aware that there are very few posts available in Brussels. The majority of posts are located in the French-speaking region of Wallonia.

CANADA

Some posts in Canada are extremely rural and can be challenging due to extreme weather conditions. There are only a few posts available in cities.

Shortlisted candidates will be invited to further video assessment.

Successful candidates will be required to apply for a visa which includes a medical.

CHINA

Shortlisted candidates will be invited to further video assessment.

Candidates don't need to have any language skills, but they must have graduated by summer 2019 and be able to produce a graduation certificate by mid-August 2019.

Although no teaching experience is required, the role of assistants in China is more demanding than in other countries. Successful candidates will be asked to take on more responsibility in class, potentially lead their own classes, with duties similar to those of a teacher.

Successful candidates must complete a 60-hour TEFL course before their departure, and are required to attend a compulsory two-week training course in Beijing in August 2019. During the training, candidates will be asked to prepare 10 lesson plans which they will then implement in class during their teaching practice. Upon completion of the training, they will receive a 120-hour TEFL certificate, free of charge. More information will be communicated once allocation has been confirmed.

Successful candidates will need to apply for a Z-working visa for China. This process is lengthy, expensive and prone to last-minute changes so candidates should be prepared to stay on top of the administrative procedures to ensure they arrive in China on time for their placement. The Chinese authorities are also asking for certification of a number of documents which will incur additional cost.

Chinese schools will reimburse the following costs once the assistants have taken up their post:

- Up to 10,000 RMB for flights costs (approximately £1,000)
 - Up to 3,000 RMB for visa costs (approximately £300)
- (Please be aware that reimbursement rates may be subject to change in 2019)*

FRANCE

Based on recommendations from our French partners, the three Parisian académies of Versailles, Créteil and Paris, will now be combined into one option, Île de France, in groups A and C.

In accordance with French government legislation, religious symbols and clothing are not allowed to be worn in French schools. Ensure that students are aware of this in advance.

Candidates for France must demonstrate a B1 level of French. If this is unclear from the application form, they will be invited to a telephone language interview.

GERMANY

North Rhine Westphalia had the most posts last year, with competition extremely high for the large German cities. There are also very limited posts in Berlin, Bremen, Munich and Hamburg. Candidates should consider this when making their choices.

Preference for posts is now split by geographical region within Germany rather than by individual Bundesland.

The age limit has been removed for 2019/20.

ITALY

Although undergraduates are prioritised during allocation, we welcome applications from graduates and final year students. Graduates may be allocated very late in the process, but it is worth noting that we have exhausted our waiting list in the last few years.

Posts in the Trentino-Alto Adige region in Northern Italy are most suited to students studying both Italian and German, and they will be given priority over other candidates for these posts. Please ensure students are aware of this opportunity.

Some of these posts are rural and in small communities.

The age limit has been removed for 2019/20.

LATIN AMERICA (ARGENTINA, CHILE, COLOMBIA, ECUADOR & MEXICO)

Shortlisted candidates will be invited to a further video interview assessment.

Argentina: Posts are for 6 months (March 2020 – September 2020). Dual language undergraduates will take priority and it should be noted that these posts are highly competitive. While we cannot guarantee the number of posts as this varies year on year, but last year there were only 10 posts available.

Dual language students should state this on their application for Argentina so that applications can be treated as a priority.

Colombia: candidates applying to Colombia are required to have some previous teaching experience and must have studied or be studying a language or Latin American literature/culture/history at university level.

Ecuador: Ecuador is a very competitive country as there are only 3 posts available. Successful applicants will also share accommodation when in post. Candidates successful in gaining a post in Latin America will receive a safety briefing prior to departure.

In the past, Latin America was classed as one country for administrative purposes and candidates were asked to rank the countries as area preferences. This year, as with last year, applicants will be able to apply directly for individual countries in Latin America and, where possible, be able to select area preferences in-country.

SPAIN

There is no longer a language requirement for Spain. Candidates with no language level of Spanish may now apply, however self or formal study before departure is recommended.

The Spanish Ministry of Education is extremely interested in receiving applications from students and graduates from a wide range of academic disciplines. The uplift in the number of posts and removal of the language requirement means that there are many opportunities for a wide variety of candidates.

Postings: There are two types of posting in Spain; Ministerio posts (funded by the Ministry of Education) and Comunidad posts (funded by the local Comunidad Autonoma). The conditions vary slightly between each (e.g. timing of information) which can sometimes confuse assistants.

Many regions of Spain (particularly Andalucía and Madrid) have large bilingual programmes, with school pupils required to take some subjects in the medium of English. Applicants should be prepared to assist not only in English classes, but also in classes such as Maths, History, Science, Music or PE which are taught in English.

Some posts are very rural, particularly in Cataluña, Galicia and País Vasco. There are also a number of posts in popular, tourist areas, particularly in the regions of Andalucía and Valencia. Candidates selecting these regions need to be realistic – not all can be in a large city or a historic/traditional area. Candidates need to research carefully.

Languages: Every year we receive queries about the different languages and dialects in Spain, candidates should research this before selecting preferences of regions. Where an undergraduate student needs a particular region due to language study, please encourage them to clearly state this in their preferences. We cannot make assumptions based on candidates' degree titles.

Information about the exact location of posts will come directly from our partners in Spain over the summer period. Although most assistants receive this in June or July, applicants should be aware that

they may not receive their school details until August or September and need to be prepared to be patient and flexible.

Eligibility - Passports: Students who are in possession of only a Spanish passport are not eligible. Assistants in Spain are paid a stipendium which can prevent Spanish nationals from being eligible to take part in the programme. Applicants with dual Spanish-Other nationality, who are in possession of a passport issued by a country other than Spain are eligible, but should contact the British Council before applying for further clarification.

SWITZERLAND

We have posts in either French or German-speaking parts of the country.

Posts in Switzerland are ideal for candidates with teaching experience or for those who wish to enter a career in teaching. Assistants in Switzerland operate with a greater degree of independence, both in and out of school, than they do in other European countries. If you have experience of teaching a particular discipline such as Maths, Science or Engineering, this will also be an advantage. The pay reflects this experience with CHF 3,200 gross per month or approx. £2455.50.

Positions are available in upper-secondary schools (you may work in one or two schools), and we usually give priority to candidates who are able to demonstrate significant teaching experience.

You will be in post somewhere from mid-August/early September to end June/early July, depending on your preference of school and region.

MODERN LANGUAGE ASSISTANTS PROGRAMME

The Language Assistants programme delivers against a series of bilateral inter-governmental agreements between the UK and 14 other countries worldwide. This means that the English Language Assistant programme is reliant on the United Kingdom providing placements for incoming Modern Language Assistants. Modern Language Assistants motivate and enthuse future language students and support the raising of attainment and internationalisation.

UK education institutions or local authorities must fund and pay the small monthly salary to the hosted assistant. Unfortunately, the number of host institutions is reducing across the UK for a number of reasons. We would therefore appreciate the support of Higher Education Institutions (HEIs) to promote the programme within education departments, or to local / 'feeder' schools and colleges.

Universities can also apply to host a Modern Language Assistant. Modern Language Assistants can be requested and hosted by higher education institutions. Equally, universities can apply to fund a Modern Language Assistant for schools in their local area. The British Council encourages a flexible approach to hosting – to limit costs, a language assistant can be shared by up to three nearby education institutions (primary, secondary and/or further or higher education).

Modern Language Assistants cost around £914.05 - £1,150.39 per month (depending on location). Applications for UK education institutions wishing to host an MLA for the 2019-20 academic year will open in 2020. More information is available online [here](#).