NOTES FOR ENGLISH LANGUAGE ASSISTANTS APPOINTED TO SWITZERLAND IN 2019-20.

This document is version one of the Switzerland Country Notes for the 2019/20 English Language Assistants Programme. Any country notes relating to previous years should be ignored for the 2019/20 academic year.

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.

FOREWORD

Congratulations on your recent allocation to a post as an English Language Assistant in Switzerland. Every year, around 2,500 Language Assistants from the UK support the teaching of English in 14 countries around the world. Each one is taking part in a programme that traces its heritage back to 1905. It began as an exchange programme to allow graduates from France to help English students learn French, with ‘young Masters in English secondary schools’ heading to France to perform a similar role. Shortly afterwards, a similar agreement was reached with the government of Prussia.

Since those early days, the programme has endured major global events, two World Wars, and the Great Depression to name a few. But while the global political, social and economic landscapes may have changed over the years, the Language Assistants initiative has remained committed to increasing language skills across the world.

This document contains important information and advice regarding a variety of practical and administrative matters affecting UK assistants in Switzerland. This document should be read carefully, retained for reference and considered in conjunction with any papers issued by our Swiss partners and the Swiss authorities. It is important that you take this information with you whilst undertaking your year abroad in order to be able to consult it at all times when problems/questions arise, although it is also available year-round on our website.

If your permanent (UK) home address, personal e-mail or phone number should change at any time from now, please inform us immediately by sending an e-mail to languageassistants.uk@britishcouncil.org. We may need to contact you during the year with updates to these notes, invitations or urgent messages.

We hope that you find the following information useful and that you enjoy the year ahead.

Best wishes,

British Council Language Assistants Team
CONTENTS

Foreword .................................................................................................................. 2

1. Co-operating Partners .......................................................................................... 5
   1.1. British Council ........................................................................................................ 5
   1.2. Partner Organisation in Switzerland ......................................................................... 5

2. Role of the Language Assistant ............................................................................. 6
   2.1. Teaching English .................................................................................................. 6

3. Posting Information ............................................................................................... 7
   3.1. School Allocation .................................................................................................. 7
   3.2. Dates of Appointment ............................................................................................. 7
   3.3. Holidays ................................................................................................................ 7
   3.4. Staying a Consecutive Year .................................................................................... 7
   3.5. Predecessors .......................................................................................................... 8

4. Pre-departure Information ..................................................................................... 9
   4.1. Foreign & Commonwealth Office ........................................................................... 9
   4.2. Passports & Visas .................................................................................................. 9
   4.3. Travel to Switzerland ............................................................................................. 9
   4.4. Taking a Car Abroad .............................................................................................. 10
   4.5. Driving and the Law .............................................................................................. 10
   4.6. Insurance ................................................................................................................ 10
   4.7. Graduates with Student Loans ................................................................................ 12

5. Health and Wellbeing ............................................................................................ 13
   5.1. Health Insurance ................................................................................................... 13
   5.2. Visiting a Doctor or Hospital .................................................................................. 13
   5.3. Health Insurance Outside Switzerland ................................................................... 13
   5.4. Accident Insurance ................................................................................................ 14
   5.5. EHIC Card .............................................................................................................. 14
   5.6. Medication .............................................................................................................. 14
   5.7. Mental Health ......................................................................................................... 14

6. Arrival ...................................................................................................................... 16
   6.1. Induction Course ................................................................................................... 16

7. Settling In ................................................................................................................. 17
   7.1. Accommodation ..................................................................................................... 17
   7.2. Registration and De-registration .......................................................................... 19
   7.3. Creating Social Networks ...................................................................................... 20
   7.4. Settling into School Life ......................................................................................... 22

8. Money Matters ......................................................................................................... 23
   8.1. Monthly Allowance ............................................................................................... 23
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.2. Additional Income</td>
<td>23</td>
</tr>
<tr>
<td>8.3. Erasmus+ Grants</td>
<td>23</td>
</tr>
<tr>
<td>8.4. Currency and Banks</td>
<td>24</td>
</tr>
<tr>
<td>8.5. Lost or Stolen Credit and Debit Cards</td>
<td>25</td>
</tr>
<tr>
<td>8.6. Income Tax</td>
<td>25</td>
</tr>
<tr>
<td>9. Administrative Matters</td>
<td>26</td>
</tr>
<tr>
<td>9.1. Absence from School</td>
<td>26</td>
</tr>
<tr>
<td>9.2. Solving Problems &amp; Lines of Referral</td>
<td>26</td>
</tr>
<tr>
<td>10. In-country Advice</td>
<td>27</td>
</tr>
<tr>
<td>10.1. Personal Safety</td>
<td>27</td>
</tr>
<tr>
<td>10.2. Travelling around Switzerland</td>
<td>27</td>
</tr>
<tr>
<td>10.3. Public Transport</td>
<td>27</td>
</tr>
<tr>
<td>10.4. Trains</td>
<td>27</td>
</tr>
<tr>
<td>10.5. Car Sharing</td>
<td>28</td>
</tr>
<tr>
<td>10.6. ISIC Cards</td>
<td>28</td>
</tr>
<tr>
<td>10.7. Phoning Home, Mobiles, Internet &amp; TV Licences</td>
<td>28</td>
</tr>
<tr>
<td>11. Teaching Tips and Resources</td>
<td>29</td>
</tr>
<tr>
<td>11.1. Observation Period</td>
<td>29</td>
</tr>
<tr>
<td>11.2. Teaching Materials</td>
<td>29</td>
</tr>
<tr>
<td>11.3. British Council Teaching Resources</td>
<td>29</td>
</tr>
<tr>
<td>11.4. Language Assistants Manual</td>
<td>29</td>
</tr>
<tr>
<td>11.5. School Linking</td>
<td>30</td>
</tr>
<tr>
<td>11.6. Bilingual Programmes</td>
<td>30</td>
</tr>
<tr>
<td>11.7. TeachingEnglish Website</td>
<td>30</td>
</tr>
<tr>
<td>11.8. Useful Teaching Websites and Resources</td>
<td>30</td>
</tr>
<tr>
<td>11.9. Book List</td>
<td>31</td>
</tr>
<tr>
<td>12. Spotlight on Switzerland</td>
<td>32</td>
</tr>
<tr>
<td>12.1. Cantons</td>
<td>32</td>
</tr>
<tr>
<td>12.2. National Holidays</td>
<td>32</td>
</tr>
<tr>
<td>12.3. Emergency Services in Switzerland</td>
<td>32</td>
</tr>
<tr>
<td>12.4. British Embassy</td>
<td>32</td>
</tr>
<tr>
<td>13. Other information</td>
<td>34</td>
</tr>
<tr>
<td>13.1. Drugs</td>
<td>34</td>
</tr>
<tr>
<td>13.2. Political Demonstrations</td>
<td>34</td>
</tr>
<tr>
<td>13.3. Spouses / Partners / Dependants</td>
<td>34</td>
</tr>
<tr>
<td>13.4. References</td>
<td>34</td>
</tr>
<tr>
<td>13.5. Social Media</td>
<td>34</td>
</tr>
<tr>
<td>13.6. Useful Websites / Information</td>
<td>34</td>
</tr>
</tbody>
</table>
1. CO-OPERATING PARTNERS

1.1. BRITISH COUNCIL

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Our work in English aims to bring high-quality language materials to every learner and teacher who wants them. In developing and post-conflict countries, we teach English and train teachers through radio, web and TV broadcasts. We offer more than three million UK examinations worldwide, helping people gain access to trusted qualifications to support their career and study prospects.

Our work in education and society helps transform national education systems, builds more inclusive and open societies and increases young people's opportunities. We encourage international students to come and study in the UK, and British students to experience life abroad. We bring schools around the world together, so young people and teachers from different countries can learn from each other.

Our work in the arts involves the very best British and international artistic talent. We help increase audiences for international work in the UK and for UK work globally. We bring artists together and support the development of skills and policy in the arts and creative industries. Through this work, we ensure that culture in its broadest sense plays a vital role in connecting with and understanding each other.

In these ways, the British Council builds links between UK people and institutions, and those around the world, helping to create trust and lay foundations for prosperity and security around the world.

1.2. PARTNER ORGANISATION IN SWITZERLAND

Movetia administers the Language Assistants Programme in Switzerland. They liaise directly with schools and the cantonal authorities in Switzerland on the British Council's behalf.

Contact details

Movetia
Dornacherstrasse 28A
4500 Solothurn
Switzerland

Tel: +41 (0)32 462 00 50
Email: info@movetia.ch
Web: http://www.movetia.ch

Coordinator for British Council ELAs

Edith Funicello

Email: Edith.Funicello@movetia.ch
2. ROLE OF THE LANGUAGE ASSISTANT

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: https://www.britishcouncil.org/study-work-abroad/english-language-assistants/prepare-placement

As a language assistant you are also an ambassador for the UK and its culture. The way you behave will influence how those around you view the UK and you should endeavour to be a positive example. If you set a bad example, you could damage the reputation of the programme and adversely affect the experience of future assistants.

“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.”

Your first-hand experience of life in the UK is an excellent resource and you should draw on this during your lessons. We provide a lot of advice to help you incorporate cultural content into your lessons – see section 11 in this document below.

“Suggest ideas and interesting cultural resources, such as videos/music etc. from your home country.”

2.1. TEACHING ENGLISH

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 or activities that you could get involved with. This document contains a whole chapter about teaching English but to get started the following links are useful.

- www.teachingenglish.org.uk/language-assistant/essential-uk

It is also important to make sure that you are familiar with the education system in Switzerland as it will help you know what to expect when you start teaching at your school(s). Please see the Eurydice webpage for specific information:

- https://eacea.ec.europa.eu/national-policies/eurydice/content/switzerland_en
3. POSTING INFORMATION

Each school differs as to when they send out information to allocated assistants. The British Council is involved in allocating assistants to either French-speaking or German-speaking Switzerland, but has no control over choice of town, size of town, school environment or when information is sent out. Once you are contacted by your host school you should write to them immediately confirming acceptance of the post. Our Swiss partners will send you further information by the beginning of July at the latest.

Please note: if you wait too long to respond to the school, they may withdraw their offer of employment, so it is very important you reply to the school as soon as possible and before the deadline they give you. You will not be considered for another post in Switzerland if an initial offer of employment is withdrawn due to responding late to your school.

If you do not receive any communications by the beginning of August, please get in touch with us.

When you have established contact, you should also ask 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 important to enquire about the dress code for teachers and how you should address staff and students (tu/vous - du/Sie).

All posts will be in upper-secondary schools and most allocated assistants will have some previous teaching experience. You will be given a little more autonomy in the classroom, so please keep this in mind.

3.1. SCHOOL ALLOCATION

The maximum number of schools to which you can be appointed is two. Please contact us if you have been appointed to more than two 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 schools. After contacting your school, if you establish that there is no regular public transport which serves your school(s), and there are no lifts available to your school(s) please inform us of the situation. Please do not contact us without contacting your school first.

3.2. DATES OF APPOINTMENT

The period of appointment for UK assistants in Switzerland varies depending on the school(s) you will be working in. You must confirm your start and end dates with your host school directly.

You will start in mid-August to early September and will finish around the end of June or early July.

Assistants are expected to work a minimum of 12 hours and a maximum of 18 hours per week. 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 or the head of the language department. The school which initiates contact with you initially is usually your lead school.

3.3. HOLIDAYS

Assistants are entitled to the usual school holidays, details of which you can get from your school(s). You should not be absent on other occasions without prior permission. Attending the induction course (see section 6.1) does not give assistants the right to take leave at a later date.

3.4. STAYING A CONSECUTIVE YEAR

Those wishing to extend their appointment for a second year can apply through our Swiss partners, Movetia. Please note that even if your request is approved, you must also reapply through the British Council. You should complete the application form again with updated information about your previous year in
Switzerland. You will have the opportunity to request a change of school or canton, or you can remain at your school(s) for a second year. A satisfactory reference must be obtained from your school(s) if you wish to reapply for a consecutive year.

Consecutive year assistants are not required to attend the induction course the following year, although you may be invited to attend as a former assistant. You are otherwise asked to travel directly to your school to start on the first day of your contract.

Applications should open in autumn 2019 for the 2020-21 academic year so please keep an eye on our website for more information:

https://www.britishcouncil.org/study-work-abroad/english-language-assistants

3.5. PREDECESSORS

In previous years we have provided new assistants with the contact details of the assistants who worked in the same region for the previous academic year.

Due to the introduction of the General Data Protection Regulation (GDPR) in May 2018, we are unfortunately unable to share these lists for assistants working in 2019-20. In future we will ask current ELAs to provide their consent for this information to be shared with future ELAs.

We appreciate that predecessors can offer valuable insights into their time as a language assistant. You may want to ask your school(s) about the previous assistant(s) at their school, if applicable. They should contact the former assistant and get their consent for sharing their contact details with you.

Please check with your mentor teacher for the contact details of previous assistants that might be from other Anglophone countries, too. These previous assistants might have useful advice to share with you about the town, school(s), accommodation, administrative matters, etc.
4. PRE-DEPARTURE INFORMATION

4.1. FOREIGN & COMMONWEALTH OFFICE

Before travelling to Switzerland you should ensure that you check the Foreign and Commonwealth Office’s (FCO) travel advice pages: [http://www.gov.uk/foreign-travel-advice/switzerland](http://www.gov.uk/foreign-travel-advice/switzerland) and ensure that you have subscribed to updates so that you receive any important changes to the FCO’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.

We also recommend that assistants read the ‘Advice for Travellers’ documentation provided by the FCO.

4.2. PASSPORTS AND VISAS

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 before October 2019. 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 at: [www.gov.uk/browse/abroad/passports](http://www.gov.uk/browse/abroad/passports).

Holders of a UK passport and nationals of other EU countries do not require a visa to enter Switzerland. If you have dual nationality (UK/other) you should ensure that your UK passport is valid and you should use this one to travel while in Switzerland. This will save you considerable complications with the local authorities (Social Security etc.). This does not apply if one of your passports is Swiss.

Assistants from the Channel Islands and the Isle of Man were advised to check their passports to ensure that the following statement does not appear: ‘the holder is not entitled to benefit from EU provisions relating to employment or establishment’ as this means you will require a visa in order to work in Switzerland.

4.3. TRAVEL TO SWITZERLAND

You are responsible for the cost of your own travel and any travel to and from your place of appointment during the year. Booking in advance for all forms of transport is highly recommended. Past assistants have warned to check the baggage allowance for outward and return journeys when travelling by plane as sometimes the cheaper airlines have quite a low baggage allowance. The following websites may help you when booking your travel.

- [www.skyscanner.net](http://www.skyscanner.net)
- [www.eurostar.com](http://www.eurostar.com)
- [www.raileurope.co.uk](http://www.raileurope.co.uk)
- [www.swiss.com](http://www.swiss.com)
- [www.eurolines.co.uk](http://www.eurolines.co.uk)
- [www.eurowings.com](http://www.eurowings.com)
- [www.britishairways.com](http://www.britishairways.com)
- [www.easyjet.co.uk](http://www.easyjet.co.uk)
- [www.flybe.com](http://www.flybe.com)
- [www.opodo.co.uk](http://www.opodo.co.uk)
- [www.expedia.co.uk](http://www.expedia.co.uk)
- [www.ryanair.co.uk](http://www.ryanair.co.uk)
- [www.interrailnet.com](http://www.interrailnet.com)
- [www.lufthansa.com](http://www.lufthansa.com)

Working as a language assistant gives you a great opportunity to travel around Switzerland and you should make the most of your free time. Try to avoid coming home every holiday and experience as much of the surrounding area as possible.
4.4. TAKING A CAR ABROAD

You will need to research the laws on driving in Switzerland, including adapting your head lights for driving on the right. The website www.gov.uk/driving-abroad provides useful information about motoring abroad.

If you plan to take a car to Switzerland for the period of your assistantship, please ensure that you take out adequate insurance for the full period and be aware that many insurance companies will only insure you for periods of up to 90 days. Past assistants have advised looking into insurance well in advance in order to have the time to shop around for a suitable policy. All UK motor insurance policies offer the minimum legal protection required by EU countries and Switzerland. This gives third party cover for bodily injury or damage to property. The British Council is unable to recommend specific insurance companies.

Many insurers offer 24-hour UK telephone numbers in case you need help in an emergency. Make sure you have these details with you when you travel abroad.

The website of the Association of British Insurers www.abi.org.uk has general information on driving abroad, including the document ‘Motoring Abroad’ which has useful information on Motor Insurance cover and Green Cards. A Green Card is an internationally recognised document that provides evidence that the policyholder has minimum insurance cover.

If you require information on driver licensing you should contact Drivers Customer Services (DCS), Correspondence Team DVLA, Swansea SA6 7JL (Tel: 0300 790 6801), or using the online email service which can be found here: https://www.gov.uk/contact-the-dvla. Information on vehicle licensing or registration can be obtained from Vehicle Customer Services (VCS), DVLA, Swansea, SA99 1AR (Tel: 0300 790 6802) There is also a website at www.dvla.gov.uk. UK licences are recognised in all EU countries plus Switzerland, for as long as they remain valid.

4.5. DRIVING AND THE LAW

Alcohol limits: as of 2015, the alcohol limit in Switzerland is 0.25mg of alcohol per 100ml of blood for drivers. Higher blood alcohol content carries heavier legal consequences. Do not drink and drive. Swiss police can breathalyse at random and drivers who test positive face fines, driving bans and/or prison sentences. Passengers could face fines too, even with a zero blood alcohol content. Higher levels carry greater penalties and possible prison sentences.

Mobile phones: it is illegal to use your mobile phone whilst driving in Switzerland. Those in violation of this can face a fine up to CHF 100.

Further advice on driving and the law can be found here:

- https://www.rac.co.uk/drive/travel/country/switzerland/

4.6. INSURANCE

Health insurance

By law, all assistants in Switzerland must have health insurance during their period of appointment which they need to arrange within the first 3 months of their arrival.

You have the freedom to choose the provider you want, provided they are approved by the Office of Public Health. A full list of health insurers is available on the Swiss Federal website: www.priminfo.ch

Your employer (i.e. the school/s) will not arrange this insurance for you and it is the assistant’s responsibility to organise this within the 3-month time frame. We recommend you start looking at purchasing insurance as soon as possible after your arrival.

If you are insured privately in your home country, you may be exempt from taking on additional insurance in Switzerland. Please refer to the Swiss Federal Office of Public Health’s website for more information.
You will be required to pay the insurance premiums as per the health insurance company’s terms and conditions. Depending on the policy you opt for, the cost will vary.

Compulsory health insurance will cover the diagnosis and treatment of a sickness (examinations, treatment, and outpatient and inpatient medical care), medication and apparatus, and transport and rescue costs. You should check your insurance policy for full details on what is covered.

The health insurance cover provided to you starts on your policy start date and will end at an agreed time. Before and after these times you will need a European Health Insurance Card (EHIC; see section 5.5).

You will receive more information about health insurance and other administrative matters at the induction course (see section 6.1).

Travel insurance

You are also strongly recommended to take out Personal Accident and Liability travel insurance for the period between leaving home and taking up your appointment, the time during your appointment, and also the period between ending your appointment and your return to the UK. This should include the following standard elements of cover:

• Medical costs for treatment in case of illness or accidental injury
• Benefits for permanent disabling injuries, e.g. rehabilitation and living costs
• Benefits for death and costs of repatriation
• Cover for loss or damage to your personal belongings
• Cover for cancelled flights, e.g. if the airline goes out of business or on strike
• Personal Liability cover: this provides legal support and covers financial costs if you cause injury or property damage to others and are found personally liable
• 24hr emergency assistance helpline

Many policies also have Legal Expenses cover, which is recommended in case you need legal assistance while overseas.

Personal Accident Travel policies are readily available on price comparison websites, or by using a search engine to search for ‘travel insurance’. The UK Foreign & Commonwealth website offers additional advice on taking out Travel Insurance: www.gov.uk/foreign-travel-insurance.

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, if applicable. Undergraduate assistants should consult with their university to check what cover is provided for them and you may find that a "study abroad" policy purchased online is an option. Please be aware that some insurance policies, usually ‘backpackers’ insurance, do not allow for trips home during the year and it is important to check the small print of your policy to make sure that you are covered.

The British Council will not be responsible for you while you are in Switzerland, although we will offer support when necessary. We recommend you research the various options available and consult other/former assistants before purchasing a suitable policy. Please note that it is unlikely that insurance companies will cover you in the event of a natural disaster (referred to as an ‘Act of God’ in insurance policies) or the outbreak of war.

Any package should cover repatriation, personal accident & civil liability, luggage & valuable items, and cancellation in extreme cases. Please note that you should organise your insurance before you leave the UK.

Insurance for travel outside of Switzerland

Remember that normally your insurance only covers you within your host country during your allocated time there, therefore if you travel outside the country during or after that period, you may need additional insurance.

Experience from previous language assistants has told us that holiday periods provide the possibility for travel around or outside of Switzerland. If you do leave Switzerland at any point, it is highly advised to take out insurance.
for the country / countries that you visit, if your policy does not cover you for leaving the country.

4.7. GRADUATES WITH STUDENT LOANS

If you will be overseas for more than 3 months, you will need to complete an Overseas Income Assessment Form to enable the Student Loans Company to calculate how much you need to repay. On the Overseas Income Assessment Form, you should provide them with details of your circumstances and prospective income. You will also 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. Your monthly payments will be based upon the earnings threshold for your destination country. More information can be found online here: www.studentloanrepayment.co.uk/portal/page?_pageid=93,6678653&_dad=portal&_schema=PORTAL
5. HEALTH AND WELLBEING

Please see the Foreign Commonwealth Office website for more information regarding healthcare in Switzerland.

5.1. HEALTH INSURANCE

As previously mentioned, assistants working in Switzerland must ensure they take out a health insurance policy in the first 3 months of their assistantship. This is a legal requirement for all residents of Switzerland, regardless of age or origin.

There are more than 60 health insurance companies to choose from so please ensure you look at the providers available. Information about these providers can be found here: www.priminfo.ch

Prices of specific cover vary and depending on the plan you opt for, there may be restrictions on where you can access healthcare.

5.2. VISITING A DOCTOR OR HOSPITAL

Depending on your insurance policy, you will be able to access certain healthcare through general practitioners and/or specialists. The compulsory Swiss health insurance may however exclude access to certain specialists and/or private clinics depending on where you live in Switzerland so it’s always good to check where you can access care in your area well in advance. Your insurance provider and your colleagues at school should be able to point you in the right direction.

The services covered by compulsory health care include:

- the diagnosis and treatment of a sickness and its consequences – examinations, treatment and outpatient/inpatient care
- medication, analyses, aids and instruments used in examination or treatment, including prescribed hydro-therapy treatments and medical rehabilitation measures
- transport and rescue costs (these costs can vary, however, as a guide, contribution of 50% may be required, to a total of CHF 500 for transport costs and CHF 5000 for rescue costs per year)
- certain examinations considered preventative medicine (e.g. gynaecological examinations) – see your policy for more information
- maternity services

Please bring details of your insurance cover with you whenever you see a doctor for any reason or you need to go to the hospital.

Please be aware that if you do fall ill or are injured, you’ll need to consider the excess and share of costs you may be required to pay in addition to the monthly/yearly premiums for your health insurance plan. Depending on your insurance policy, the ordinary excess may be around CHF 300 per year. Share of costs are often 10% of the costs incurred above the excess of up to a maximum of CHF 700, however, these amounts may vary from year to year.

If you need to stay in hospital for any amount of time, you may be asked for a contribution to the hospital bill. This is generally around CHF 15 per day, however, these rates vary year on year.

Please note, all of the above information is liable to change at any time so please do check with your insurer about exact costs if you do need to access healthcare in Switzerland.

5.3. HEALTH INSURANCE OUTSIDE SWITZERLAND

As a general rule, your insurance in Switzerland will cover you for healthcare and accidents in other countries, including EU or EFTA member states. You should however ensure you bring with you your EHIC card if you are travelling to an EU/EFTA country (see section 5.5).

You should consult your policy for full details on what is covered before you go abroad. You may be liable to cover some of the costs if you fall ill or are injured abroad.
5.4. ACCIDENT INSURANCE

All workers in Switzerland receive accident insurance upon your first day of employment so you will be covered for accidents from the first day of your contract.

Compulsory accident insurance is provided by the Swiss Accident Insurance Fund (Suva – www.suva.ch) or by another approved insurer.

5.5. EHIC CARD

For the time before, during and after your official period of appointment as an assistant, you will need a UK-issued European Health Insurance Card (EHIC). The EHIC card will also be useful for any trips to other EU countries. It covers any medical treatment that becomes necessary during your trip, because of either illness or an accident. The card gives you access to state-provided medical treatment only. It provides no top-up on the cover of the national health scheme while you are in Switzerland during the period of your contract. To apply for a card please use the following link: www.ehic.org.uk. You can also obtain an application form from the post office.

Residents of the Isle of Man and the Channel Islands are not eligible for the European Health Insurance Card. Residents of the Isle of Man need to take out fully-comprehensive insurance (which should include repatriation by air ambulance) before travelling to another country. Applicants from Guernsey should contact the Health and Social Services Department for advice. Applicants from Jersey should contact the Employment and Social Security Department for advice.

“As for health insurance, make sure you bring your European Health Card, just in case it is asked for, or in case of emergency.”

5.6. MEDICATION

If you take regular medication, please ensure that you have a supply before you leave. It is also important to find out where your nearest doctor, dentist and hospital are as soon as you arrive. You should ask your school for information about the facilities in your area and always advise staff and your landlord of any medical conditions.

“Bring medicines that are hard to get in the place you're going to (E.g. your specific contraceptive pill, branded things like day nurse / your preferred hay fever tablets - the brands I wanted were unavailable).”

In addition to health insurance, it would be wise to consider insuring your personal possessions. You should also check your parents’ household insurance as this sometimes covers possessions away from home. Furthermore, cover for personal liability is often overlooked but it is extremely important. If you were the cause of an accident of any kind – e.g. cycling on the road – the resulting costs, practical and legal, could be prohibitively high.

5.7. MENTAL HEALTH

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.

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.
The Foreign & Commonwealth Office provides information about mental health and travel via the following links.


The leaflets hyperlinked below contain guidance on travelling abroad and mental health, and information about how the Foreign & Commonwealth Office (FCO) is able to assist British nationals with mental health needs abroad. The leaflets detail the type of assistance you may find in the country. The leaflet also explains some of the differences between UK law and practice and that of other countries.

**Travel and Mental Health**


**Mental Health: Travelling Abroad Checklist**

6. ARRIVAL

6.1. INDUCTION COURSE

Movetia will organise a compulsory 1-day induction course at the beginning of your contracted period of appointment. Please note, the British Council has no involvement in the organisation of the Swiss induction. You will receive details about the course directly from Movetia by email – please reply to this email to confirm your attendance as soon as you can.

For 2019-20, the induction course will take place in Bern on Tuesday 27 August 2019. Please check your invitation for the exact location and start time of the course.

The course will provide you with incredibly useful information about your placement, the Swiss educational system, school life, and information and advice on administrative matters and teaching methods. It is also an excellent opportunity for you to meet other assistants working in Switzerland so you are encouraged to network at the course, too.

Although your school(s) should be aware of the course, please do confirm the time and date of the course with your mentor teacher so they are aware of when you will arrive and that you cannot work on this day.

You may also be invited to an additional induction course arranged by the canton and/or the school(s) you will be working in. You will hear about these separately but not all assistants will have an additional course to attend. Neither the British Council nor Movetia will be involved in these.

- Travel:

You are expected to arrange and pay for your own travel to and from the course. You should not book travel until you have received confirmation from the British Council that your International Child Protection Certificate (ICPC) has been received and approved. Neither the British Council nor the Swiss local authorities can be held responsible for any assistant’s flight cancellation or re-booking costs.

We recommend you thoroughly research suitable travel options in advance and that you ensure you are back in the canton you are teaching in by the time agreed with your mentor teacher. **Under no circumstances can you stay on after the induction course if you are due to be at school the following day.**

Please note:

Assistants who are working for a second year in Switzerland are **not** required to attend the induction course again; however some may be invited to the course for their input and to provide advice to the new assistants. Please contact Movetia if you are particularly interested in attending the induction course.
7. SETTLING IN

“It was quite difficult to integrate at the beginning but if you keep trying it will eventually happen!”

7.1. ACCOMMODATION

“Always contact your mentor teacher to see if they have any advice before paying deposits/making plans etc., especially before you leave the country. My initial plan was to live elsewhere and commute to work, but I was informed that I’d be able to live on site, with no additional responsibilities, for an unbeatable price.”

The British Council is not in a position to provide or to help find accommodation. Equally your school(s) is 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 more permanent accommodation. You should however not assume that your school will do this and you 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.

The first thing to do when looking for permanent accommodation is to ask your mentor teacher if they can recommend anything. For example, 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, your best contacts are your predecessors at the school or in the area. Previous assistants are also often able to offer advice on how to find accommodation locally. Please ask your mentor teacher for their contact details.

Consider going to your teaching location to arrange accommodation in advance of the induction course or of 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. Having accommodation lined up can make this easier. For temporary lodgings while you look for something permanent, investigate the possibility of staying in a youth hostel. 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 location of your schools.

“Don’t panic if you don’t have accommodation before leaving the UK. I was really scared about having nowhere to live... but it’s definitely easier to stay in an airBnB for a few days to properly visit houses in the country, rather than signing for a house before you’ve seen it and it being rubbish.”

Once you get to Switzerland the following suggestions may be of interest:

- search for a room or flat on the internet
- advertise on the school/staff notice board and ask around the staff; do NOT advertise in local papers or public places
- buy the local newspapers early in the morning and phone 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'/acquaintances' landlords if they have any further accommodation to let

• write to or visit as soon as possible any student or youth organisation in the area that might have details of available lodgings: the local tourist office may have a list of such organisations

• find out about local religious organisations as they often know of rooms 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

• families sometimes advertise for lodgers on noticeboards. If you are interested in this possibility you must clarify whether or not you will be allowed visitors and will be expected to help with housework or children (12-15 hours per week is typical)

Beware! Some ads in papers do not make it clear if the rental is handled by an individual or an agency. Check when arranging a viewing; otherwise you may have to pay an agency fee which may be the equivalent of one month’s rent.

It is worth bearing in mind that when allocated to a school in an area of Switzerland where rent rates are particularly high (such as Zürich, Geneva or Zug), more feasible accommodation options may be found in neighbouring vicinities.

When you go out looking for accommodation, take a dossier of papers with you including as many of the following as possible:

• your confirmation of appointment or your work contract
• proof of your salary (which you should be able to get from your school)
• your passport or ID
• work and residence permit (if applicable)

A letting agency may also ask you to apply for a ‘statement of absence of debt’ which proves you have not been chased by debt collectors in Switzerland. You can find out more information on the Swiss government site.

Landlords may ask, in addition to your first month’s rent, for a security deposit, as well as proof of household insurance before you can move in. The security deposit can sometimes be as much as three months’ rent in advance so please check with the landlord/agent in advance. Always ask (insist if necessary) for a receipt for the money you pay, both deposit and rent. If you do live in privately rented accommodation, check your contract carefully to see how much notice you must give to move out. You may also have to give this notice in writing by registered mail.

You should check what the terms are regarding payment of utility bills before you sign any rental agreements.

A formal contract to rent an apartment sometimes requires the signature of a guarantor. If you do not know anyone resident in Switzerland who is prepared to act as your guarantor (i.e. undertake to pay your rent/debts...
should you default), it may help if you have a formal letter from your parents, written in German or French, stating their financial guarantee. Alternatively, your mentor teacher or a friendly teacher at school might be prepared to ‘take the risk’. It is worth trying to find a Swiss guarantor as a number of landlords are reluctant to accept a guarantor from outside Switzerland.

We recommend that you take photos of your room and the flat when you move into your long-term accommodation and when you leave to 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 cancel any personal contracts, e.g. internet or utilities.

When you do find accommodation, please ensure that you have checked health and safety issues (temporary and long term) such as fire alarms and exits, gas leaks, electrics, water etc.

When looking for accommodation please follow the advice given in our Personal Safety leaflet. When you have found somewhere to live, 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.

7.2. REGISTRATION AND DE-REGISTRATION

Registration

All assistants must register in person with the municipal authorities where they live before they start working and within 14 days of their arrival to Switzerland. For full information, including locations of municipal registration offices, please visit the government’s website regarding registration.

You will need to apply for a residence permit which is a requirement of anyone working in the country for more than 3 months. You should do this at your local municipal authority. You will get more information about this from your mentor teacher and at the induction day.

Proof of address will generally be required. This can be an address for temporary accommodation if you have not yet arranged more long-term accommodation. Once you move into your long-term accommodation you must change your address with the same authorities.

When registering, you must bring with you the following:

- your passport
- confirmation of appointment letter/contract from your host school
- proof that you are covered by basic health insurance (this can be submitted at a later date, and within 3 months of entering Switzerland)
- proof of address, or rental agreement from your landlord (once long-term accommodation has been found)
- a completed registration form
- a passport photo
- registration fee (see below)

For any assistants who are travelling with their partner/spouse/children, they must bring additional documents relevant to your family members, e.g. marriage certificate, birth certificates, etc. Your family members must be registered at the same time.

You will be liable to pay a fee of around CHF 100 upon registration. Fees can vary so please check with your municipality/canton what the exact amount will be.

Please note: if you change your municipality/commune/Gemeinde of residence during your time in Switzerland, you must de-register with the municipal authorities in the municipality you are moving from, and register with your new municipality of residence. It is not enough to simply register in the new municipality – you must de-register from your former municipality of residence too. This must be done within 14 days of your move and additional fees must be paid.
De-registration

When you are due to leave Switzerland you must also de-register with the municipal authorities by completing a de-registration form a few days/weeks in advance. At that time you will relinquish your residence permit and you may have to pay a fee.

7.3. CREATING SOCIAL NETWORKS

Even if you have been to Switzerland 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 to put yourself out there, it is a part of the experience which previous assistants have found the most enriching. Give yourself some time to adjust – you don’t need to feel like a local within a week and in the beginning you will have a lot of administrative matters to deal with.

“Get involved in activities in your area. Going to the tourist information centre, looking online, walking around can be great ways to find out what’s going on. Join a choir, orchestra, sports team, boules club, whatever - it may seem daunting but a great way to meet people (even if you don’t see them outside of the context of the activity) and get in some language practice.”

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

• Live with students/native speakers
• Enrol for an evening class; join a sports club, music group, choir, etc.
• Enquire about joining the local university and attending lectures as an auditor
• 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 that you don’t spend all your free time with other assistants, as you will not be able to integrate into your community and life in Switzerland. On the other hand, don’t feel that you must cut yourself off from them – 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 for them.

As a golden rule, try to say yes to every social opportunity presented to you that does not compromise your personal safety. 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; however at all times, please follow the advice given in our Personal Safety leaflet.

• Start at school

The best way to start is with colleagues at school. Make sure that you always seem positive, enthusiastic and willing to learn. Socialise as much as you can with colleagues and accept all invitations to events, dinners, etc. Tell people what your interests are and ask them to let you know what’s going on in the local area. 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 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.

“Get to know the teachers in your school(s) as they may offer to show you around a few different places and recommend things to do and places to go wherever you are based.”
• **Previous Assistants**

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.

• **Languages**

Another excellent way to meet new people is to set up language exchanges with local people who want to practise their English. You could also enrol at a local language school, join Erasmus societies (at a local university), offer English lessons to colleagues/locals, join a club and join assistant groups on social networks such as Facebook.

“There are a lot of people who would love to learn English so the best way to integrate is to arrange Language Exchanges. This can be done by joining groups on Facebook or by asking friends/colleagues if they are aware of anyone who would be interested in an exchange. This way, you learn more about the culture and can seek advice from your language exchange buddy on activities and things to see and do around the city.”

• **ESN**

**Erasmus Student Network** (ESN) is a non-profit international student organisation. Their mission is to represent international students, thus provide opportunities for cultural understanding and self-development under the principle of **Students Helping Students**. ESN can sometimes assist with finding accommodation in university towns and cities. Assistants completing their third year abroad can often affiliate to local ESN groups and register for an ESN student discount card. Often ESN groups run events and trips throughout the year which provide a great way to meet new people and explore Switzerland on a budget.

• **Social media**

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. If you invite other teachers to be ‘friends’, remember to remain professional in what you say on your wall 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. This is likely to be regarded as inappropriate behaviour. Check with teachers about the school’s internet policy, particularly regarding any online communication involving students either in or outside school.

It is exceptionally 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.

You are welcome to connect with your fellow assistants via Facebook and set up groups to keep in touch and share information. However you must **not** use the British Council’s name in the group name. Any group creators using the British Council’s name will be contacted by us and you will be asked to change the name of the group. If you do not do this in a timely fashion, we will have to contact Facebook directly to intervene.
• Rural Posts

It should be noted that some of the posts in Switzerland are in rural areas. Past assistants to rural areas have had very positive experiences as they have been able to see the “real Switzerland”. Sometimes assistants posted to rural locations find 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 Swiss culture and language. Often assistants in rural postings comment that they receive much more support from their school which can help with setting into life in Switzerland.

“It’s difficult at the start if you find yourself in a small town where life seems to be put on pause at 19h each night but you have to persist and look for any way you can to get out there and meet people.”

It important that the British Council and Movetia send assistants to rural as well as more urban settings both in the UK and Switzerland as pupils in both settings must be given the opportunity to benefit from exposure to other cultures and language learning.

7.4. SETTLING INTO SCHOOL LIFE

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

You will have to make an effort to get to know your 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. Learning some simple conversation starters in the target language is always useful. Remember however that you will be working in a school environment therefore staff may not have a lot of free time. Don’t be put off if a teacher doesn’t have time to talk to you in the first instance, they may be in-between or preparing for a class. It doesn’t necessarily mean that they don’t want to talk to you.

Whilst it’s important to get to know the colleagues you will be directly working with, it’s always useful to get to know other staff too. 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. It’s a great way to get to know colleagues in a different environment.

“Be enthusiastic, punctual, and make a good impression. Maybe ask teachers for advice/tips etc. to establish trust and better relationships with them, it might be the start of a great friendship.”

Language Assistants that are proactive and take the initiative often settle into school life much faster. Being a self-starter is a great way to make a strong first impression. Teachers are often very busy and will certainly appreciate your efforts to help and try to make an impact.

“Make an effort to speak to the staff you’re working with and get to know them in the staff room. Don’t be put off if it sometimes (or often!) feels like they don’t have time for you. In general they mean well, even if they are busy people and perhaps have their minds occupied by other things. They’ll always appreciate you making an effort.”
8. MONEY MATTERS

8.1. MONTHLY ALLOWANCE

You will typically be paid between CHF 3,200 and CHF 3,800 per month, depending on the school and canton you will work in.

Switzerland can be an expensive country to live and work in, but your salary should cover your living costs. You are also liable to pay social security contributions and taxes, often up to 25% of your monthly salary. So, for example, with a salary of CHF 3,200 a month, your net income could be around CHF 2,400. Taxes can vary depending on your circumstances. Please note, health insurance costs are separate.

Please note that you may not receive your first payment until September, so you should ensure that you have access to around CHF 3,000 (around £2300, although some assistants can manage with less) to cover initial costs. This amount may differ depending on your location and how much rent you are required to pay in advance.

You may wish to consider taking a credit card to cover initial costs. Be aware that you are often charged for using your British debit card to withdraw money abroad. You may wish to check what your bank will charge you to use this service. Your monthly allowance is adequate to survive on but you will need more if you intend to travel.

Please note that schools will pay your salary at the end of the month. This means, for example, that you will be paid on 31 January for the month of January.

8.2. ADDITIONAL INCOME

If you wish to supplement your income by giving private tuition in English, you are strongly advised not to advertise in local papers or public places (please read the relevant sections of our Personal Safety leaflet). In general pupils are easily found through school or private connections, i.e. by word-of-mouth. However, it is essential to check that the other English teachers in your school(s) do not mind, so that you are not perceived to be ‘stealing’ their private pupils. The going rate for private one-to-one tuition is approximately CHF 20 – CHF 60 per hour depending on your experience, how much preparation for the lesson you plan to do and how much your pupils can afford. Please ensure that any additional work does not conflict with your school timetable.

Should you wish to obtain any other paid work, e.g. working at a festival, teaching work in the public or private sector, you must clear this with your school and/or educational authorities in your canton. If they do not allow it, you must abide by this ruling.

8.3. ERASMUS+ GRANTS

Language Assistants who are completing the assistantship as a year abroad as part of their degree may be entitled to an Erasmus+ Traineeship grant. Individuals can benefit from an exchange abroad with Erasmus+ multiple times, either as a student or as a trainee, but the total time abroad (study abroad periods included) may not exceed 12 months within one cycle of study. An undergraduate degree is considered as one cycle. In some cases, students can go for an Erasmus+ traineeship abroad as a recent graduate. In this case, the traineeship must occur within one year of graduation and individuals must apply while still being enrolled in their higher education institution. It is advised you discuss options with your university Erasmus+ / International coordinator as soon as possible to see if you would be eligible for additional Erasmus+ grant funding as a Language Assistant in 2019/20. Switzerland is a partner country working with
Erasmus+ but is not a fully participating member so applying for a grant would only be possible if your university has a link and agreement with Switzerland.

Please note that the British Council is not the employer or traineeship provider of English Language Assistants. This means that we are unable to complete any Erasmus+ related documents and you should not put the British Council as the traineeship provider. You should put the name of your host institution (school) once you receive these details. Our understanding is that there is a one-month grace period following the start of your placement in which to submit any Erasmus+ documents, however individual universities and Erasmus+ coordinators will have their own internal deadlines. Please liaise with the Erasmus+ coordinator at your university should you have any questions.

8.4. CURRENCY AND BANKS

You are advised to wait until you arrive in your town of appointment in Switzerland before opening a bank account. This will allow you to research all the local options, seek recommendations and choose what will be most convenient for the rest of the year.

It is essential that you open a bank account soon after arriving in Switzerland in order to receive your salary. You will be paid by your school in Swiss Francs (CHF).

Assistants are usually entitled to open a normal ‘salary account’ (Gehaltskonto / compte-salaire), or a private account (Privatkonto / compte privé) which provide a cash card; some banks also offer a ‘student account’. When opening a bank account you can ask for a cheque book and a debit card.

NB: Make sure that you do not end up opening a savings account as you may not be able to pay your allowance into this.

You may find a glossary of banking terms useful: see German banking terminology and French banking terminology online. The following website gives some advice on opening a bank account in Switzerland although it is not specific to language assistants:

https://transferwise.com/gb/blog/opening-a-bank-account-in-switzerland

The number of official documents required in order to open a bank account can vary from one bank to another but you are likely to be asked for the following:

- Passport
- Your school contract (which should include your dates of appointment and your monthly salary)
- Proof of residence status (your residence permit)
- Proof of address (utility bill or official correspondence)

You may be asked for (where required):

- Written confirmation from your landlord of your permanent accommodation
- Your visa and/or residence permit
- Your national/international student identity card (for student bank accounts)

It is advisable to take with you photocopies of the documents listed above (including the relevant pages of your passport) as these may well be requested.

The name of the bank, the sort code and your account number should be given to the school administration as soon as possible to ensure you are paid promptly.
If, at the end of your assistantship, you leave the country before your final salary is paid, you will need to arrange for your Swiss bank to transfer your money to your UK bank account and then close the Swiss account. You may be charged for this service.

8.5. **LOST OR STOLEN CREDIT AND DEBIT CARDS**

If a credit or debit card is lost or stolen, immediately call your bank to cancel it. If stolen, the theft should be reported to the police.

8.6. **INCOME TAX**

A Double Taxation Agreement exists between the UK and Switzerland. However, this agreement does not cover UK assistants during their time in Switzerland. Assistants will therefore be liable to pay income tax in Switzerland for your work as a Language Assistant (see section 8.1). You will also be taxed for any non-teaching jobs. This does not include private teaching as a provider of independent teaching services.

You may be also liable to pay tax upon your return to the UK, but this is something you need to investigate yourself. You are reminded that the UK tax year extends 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. We cannot assist you in this area because we are not trained in tax, cannot give advice on how your personal circumstances will affect your tax, and for data protection reasons. Please check [www.hmrc.gov.uk](http://www.hmrc.gov.uk) for information about who to contact.
9. ADMINISTRATIVE MATTERS

9.1. 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 must inform your school(s) and local education authority (if applicable) immediately and within 48 hours by telephone. You may be asked to provide a letter from a doctor. This letter 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. Any prolonged absence on account of illness should be reported as soon as possible to Movetia 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 are reminded that if you are absent from school without prior authorisation, your allowance will be discontinued from the first day of your absence.

If it becomes necessary to resign from your post, you must give sufficient prior notice in writing of your intended departure to the school, Movetia 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.

9.2. SOLVING PROBLEMS & LINES OF REFERRAL

“When you have a personal problem - be that at work, your health, or problems in the UK - talk to someone as soon as possible, even if it's not your mentor teacher, speak to any member of staff at the school.”

Conditions in schools in Switzerland differ from those in the UK. Any difficulties should be discussed with your mentor teacher and/or the teacher of the class concerned in the first instance. If the problem cannot be solved then talk to the head teacher or get in touch with your contact at the local education authority (if applicable). Satisfactory solutions can usually be found through such consultations but if the problem remains unresolved, you may contact Movetia (contact details can be found in section 1.2). The British Council in the UK should only be contacted for advice when all other attempts to solve the issue have been made. Problems are dealt with most quickly and effectively locally and the British Council will instruct you to take the steps mentioned above.

Please refer to the Line of referral.

To avoid problems at school, it is a good idea to form a good working relationship with other members of staff. You should introduce yourself to all members of the English department. It is important to be patient and polite, and to be aware of the work pressures of others. Please remember that it is not good practice to correct the teacher in front of students. You should always be punctual, responsible and prepare adequately for your lessons. Furthermore, meeting regularly with your mentor gives the opportunity for them to 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 will assume everything is fine. The authorities will not be as sympathetic if you suffer in silence and then make a complaint months later. A lot of past assistants may tell you that their assistantship in Switzerland 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.
10. IN-COUNTRY ADVICE

10.1. 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: www.gov.uk/foreign-travel-advice.

Ensure that you regularly check the Switzerland travel advice page:

https://www.gov.uk/foreign-travel-advice/switzerland

Please also refer to the FCO website for information regarding sexual attacks: www.gov.uk/government/publications/rape-and-sexual-assault-abroad

10.2. TRAVELLING AROUND SWITZERLAND

“The 12 hour week is fantastic as you have time to travel and experience the culture.”

Working as a language assistant gives you the great opportunity to travel around Switzerland and you should make the most of your free time. Switzerland has a lot to offer and every region is different. You can go skiing or hiking in the Alps, explore Switzerland’s many lakes, go on a scenic journey along the Rhine and discover lively cities such as Zürich, Geneva, Basel, Bern and Lausanne.

Try to avoid coming home every holiday and experience as much of the surrounding area as possible!

Myswitzerland.com: Switzerland’s tourism portal. This is the country’s national tourist information website and provides a lot of information about its tourist destinations, events, food and heritage.

Other useful travel websites are:

• www.lonelyplanet.com/switzerland
• www.roughguides.com
• www.worldtravelguide.net
• www.tripadvisor.ch

10.3. PUBLIC TRANSPORT

Public transport in Switzerland is generally very good which means you can usually manage easily without a car. You should check the area you will be living in to find out more about the local transport available.

The following website provides a lot of information about the public transport system in Switzerland and how you can get around with ease: http://www.helloswitzerland.ch/-/swiss-public-transport-system

Please note that in more rural locations, services will generally be more limited and may not run in the evenings or at the weekend.

10.4. TRAINS

SBB / CFF: the main website for train travel in Switzerland is www.sbb.ch for German and www.sbb.ch/fr for French.

Train travel can be expensive in Switzerland but there are ways to make it cheaper. There are many passes available which will make travel considerably cheaper. You can research these on the aforementioned website:

http://www.helloswitzerland.ch/-/swiss-public-transport-system

You will also receive more information from Movetia at the induction day.

www.britishcouncil.org
10.5. CAR SHARING

In many Swiss cities there are systems of car sharing which can be ideal for one-way journeys. Please be careful when using this system. Searching ‘car sharing Switzerland’ in Google will show you which companies operate car sharing services.

10.6. ISIC CARDS

International Student Identity Cards cost £9 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 throughout Europe. They may also entitle you to certain travel concessions. Please see www.isic.org for further information. Please note that in order to obtain an ISIC card you need to be a full-time student.

For non-students who are under 26 there is the International Youth Travel Card (£12), which can be bought in the same way – see www.statravel.co.uk/youth-identity-card.htm for further information.

All assistants under the age of 30 (or 26 depending on the country of region), can also buy the European Youth Card. Holders of the card are eligible for discounts at a range of places and on a range of services. For more information on the discounts and where you can buy the card, go to www.eyca.org.

10.7. PHONING HOME, MOBILES, INTERNET & TV LICENCES

The Country code for Switzerland is +41.

To phone abroad from Switzerland the code is 00 followed by the country code. When phoning Switzerland from abroad the first 0 of the standard number must be omitted (as when dialling an area code in the UK from abroad).

Previous assistants have recommended using pre-paid phone-cards to reduce costs phoning the UK. For mobiles, previous assistants have recommended pre-pay SIMs as contracts are usually for 24 months. Check the conditions of phone and internet contracts carefully before signing – and check the cancellation costs! You could take an unlocked handset to Switzerland and buy a new SIM once in-country. There are deals for calls and messages between phones on the same network so you might want to check which networks your closest contacts use so that you can avail of these deals.

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.

All households in Switzerland with devices that can receive radio and/or TV broadcasts are required by law to obtain a licence and pay a fee. Information is available online at: www.serafe.ch/en/
11. TEACHING TIPS AND RESOURCES

“Always show a willingness to help out the students and the staff when possible. Be patient with any last minute changes and always have something prepared for a plan B.”

11.1. 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; and
- How the teacher controls disruptive behaviour, lateness and lack of effort.

11.2. 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, lots of postcards, examples of UK coins and notes, train tickets and timetables, stamps, posters and tea towels to decorate walls, Christmas cards and crackers, posters and games, UK TV programmes and listings, magazines and local newspapers, CDs, photos of school uniforms, a school timetable and school report, flashcards, word searches, maps, tourist brochures, UK food (marmite, jelly, chocolate, custard, mince pies, gravy granules, etc), adverts, menus, cartoons, comic books, DVDs (e.g. Ready Steady Cook for catering students), simple recipes e.g. scones, recordings of the weather forecast, London tube map, tapes of friends’ accents and conversations, bingo, Taboo etc.

The more materials you can find the better. 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 something specific they would like you to bring and to find out about topics you are likely to be asked to cover during your assistantship.

11.3. 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 greatly 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.ch.

11.4. 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. Please read this carefully as it is extremely useful in preparing you for your assistantship. https://englishagenda.britishcouncil.org/sites/default/files/attachments/books-ela-manual.pdf.

11.5. SCHOOL LINKING

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 website: https://schoolsonline.britishcouncil.org/partnerschool

11.6. BILINGUAL PROGRAMMES

Many schools in Switzerland are implementing bilingual programmes. You may find yourself supporting teachers who teach science or PE in English. In some instances, students need to go through external exams in the school (PET from Cambridge University, GESE from Trinity College London, etc.). It is one of the roles of the language assistants to improve students’ oral fluency and conversation skills. www.cambridgeenglish.org/exams/preliminaryfor-schools/

11.7. TEACHING ENGLISH WEBSITE

TeachingEnglish.org is an online resource centre produced jointly by the British Council and the BBC: www.teachingenglish.org.uk. On the site you will have access to:

- Teaching tips
- Essential UK: Seasonal lesson plans based around UK topics
- Primary tips: Help getting started with primary-level students
- Classroom games

11.8. USEFUL TEACHING WEBSITES AND RESOURCES

www.learnenglish.org.uk/kids
www.learnenglishforkids.britishcouncil.org
www.cartoonstock.com
www.tes.co.uk
www.puzzlemaker.com
www.bbc.co.uk
www.slideshare.net
www.prezi.com
www.macmillanenglish.com
www.eslcafe.com
www.eslpartyland.com
www.eslgold.com
www.esl-lab.com
www.eslflow.com
www.eslflashcards.com
www.onestopenglish.com
www.prezi.com
www.bogglesworldesl.com
www.royal.gov.uk
www.projectbritain.com
www.bbc.co.uk/cbbc
www.developingteachers.com
www.lyrics.com
www.busyteacher.org
www.letssingit.com
www.visitbritain.com
www.visitscotland.com
www.discovernorthernireland.com
www.eslprintables.com
www.cambridgeesol.org/teach
www.enchantedlearning.com
11.9. BOOK LIST

You are not obliged to purchase any materials, however some assistants have commented that some of the books below are useful for English Language Assistants; particularly those who may wish to engage in private tutoring or pursue a career in language teaching in the future. Also look out for the series of handbooks and source books for language teachers published by CUP, Longman, Macmillan and OUP.

Dictionaries
- BBC English Dictionary (BBC English/Harper Collins)
- Longman Dictionary of Contemporary English (Longman)
- Oxford Advanced Learner’s Dictionary (Oxford University Press)
- Longman Dictionary of English Language and Culture (Longman)

Grammar Reference Books
- Current English Grammar (S. Chalker, Phoenix)
- Basic English Usage (M. Swan, Oxford University Press)
- Practical English Usage (M. Swan, Oxford University Press)
- Discover English (R. Bolitho & B. Tomlinson, Macmillan Heinemann)
- English Grammar in Use (R. Murphy, Cambridge University Press)
- Advanced Grammar in Use (R. Murphy, Cambridge University Press)
- How English Works (Michael Swan and Catherine Walter, Oxford University Press)
- Learner English (Michael Swan & Bernard Smith (eds.) Cambridge University Press)

Basic Methodology Books
- The Practice of English Language Teaching (J. Harmer) Longman
- How to Teach English (J. Harmer) Longman
- How to Teach Grammar (S. Thornbury) Longman
- How to Use the Internet in ELT (D. Teeler & P. Gray) Longman
- One to One (Peter Wilberg) Language Teaching Publications
12. SPOTLIGHT ON SWITZERLAND

Switzerland, officially the Swiss Confederation, has a population of around 8.4 million people living within its 26 cantons. The country is neither part of the EU or EEA but citizens of the EEA can live and work in Switzerland freely. The Swiss Franc (CHF) is the official currency.

Over 60% of the country is mountainous with the major cities located mostly on the Swiss Plateau, including Bern, Geneva, Lausanne and Zürich. Although the Swiss Plateau takes up only 30% of the country’s land area, over 5 million people live there.

Switzerland is a multilingual country with four national languages: German, French, Italian and Romansh. There are also many dialects of these languages which make for a rich linguistic heritage.

12.1. CANTONS

Switzerland is divided into 26 cantons with each canton having its own rich history. Together they make up the Swiss Confederation. Whereas there are many matters agreed on a federal level, each canton has a high level of autonomy with each canton having its own constitution, courts, legislature and police. Each canton has responsibility for the administration of education within the region.

For more information about the cantons, what they are responsible for and how they work together within the Confederation, please visit the governmental website:

https://www.ch.ch/en/demokratie/the-cantons/

12.2. NATIONAL HOLIDAYS

There is only one federal holiday in Switzerland – National Day on 1 August – with each canton designating their own public holidays. The cantons designate 8 public holidays in addition to National Day.

For information on the public holidays in the canton you will work in, please visit the government’s website:


You should also check with your school regarding other holidays you may be entitled to.

12.3. EMERGENCY SERVICES IN SWITZERLAND

In any emergency: call 112
Medical assistance: call 144
Fire Brigade: call 118
Police: call 117
Helicopter rescue: call 1414

Urgent assistance from the British Embassy:

Tel: +41 (0) 31 359 7700
British Consular Emergency Service for any emergency queries at any time of any day. Leave a message and someone will normally get back to you within one hour of your call.

12.4. BRITISH EMBASSY

For up-to-date British Embassy and consulate contact details in Switzerland please refer to: www.fco.gov.uk/en/travel-and-living-abroad/find-an-embassy.

Please take note of the address of the British Embassy in Switzerland below in case of emergency or loss of your passport. Assistants who do not hold British citizenship should check with their own Consulate/Embassies in Switzerland.

The British Embassy Berne
Thunstrasse 50
3005 Berne, Switzerland

Tel: +41 (0) 31 359 7700
email: info.berne@fco.gov.uk
13. OTHER INFORMATION

13.1. DRUGS

Co-operating partners abroad have requested that the attention of British visitors be drawn to the severe penalties imposed for drug offences which may result in heavy fines and prison sentences. You are therefore strongly advised not to become involved in these activities.

13.2. POLITICAL DEMONSTRATIONS

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

13.3. SPOUSES / PARTNERS / DEPENDANTS

Assistants 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 period of appointment.

13.4. REFERENCES

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.

13.5. SOCIAL MEDIA

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. If you invite other teachers to be ‘friends’, remember to remain professional in what you say on your wall 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. This is likely to be regarded as inappropriate behaviour. Check with teachers about the school’s internet policy, particularly regarding any online communication involving students either in or outside school. It is exceptionally 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.

13.6. USEFUL WEBSITES/INFORMATION

You can read a case study written by former assistants on our website here: https://www.britishcouncil.org/voices-magazine/how-many-languages-do-you-need-learn-year-abroad

Other useful websites include:

- www.thirdyearabroad.com
- www.gov.uk/government/world/switzerland
- www.britishcouncil.ch
- www.google.ch