

SUMMARY OF LEGAL INSTRUCTIONS FOR LANGUAGE ASSISTANTS.

Here is a summary of the instructions that all assistants receive before their collaboration to clarify their employment status and functions as assistants.

Extracted from the latest INSTRUCTION AUGUST 29, ON LANGUAGE ASSISTANTS FOR THE 2023/2024 SCHOOL YEAR.

The language assistants will work alongside the teaching staff who teach in non-linguistic professional areas in order to encourage oral conversation with the students. The assistants will always be accompanied in the classroom by their reference teachers.

FUNCTIONS OF THE LANGUAGE ASSISTANT

- a) They will carry out their activity for twelve (12) hours per week of direct attention to students, plus 2 more hours a week to elaborate teaching materials. This collaboration may be carried out full time in a single centre or shared with another centre. Regardless, they will always be accompanied in the classroom by the teacher with whom they collaborate and under the supervision of the centre's bilingual coordination.
- b) They will reinforce the oral skills of students in the foreign language under study.
- c) They will provide a model of phonetic and grammatical correction in the corresponding foreign language.
- d) They will coordinate with the reference teachers and the person responsible for bilingual coordination for the preparation of classes and the development of teaching materials in the foreign language.

The bilingual state-funded centres of Andalusia must collect and safeguard all the materials prepared and delivered by their language assistants throughout the school year. For the compilation of the materials produced and the activities carried out with the students, the use of a virtual learning environment is recommended.

e) They will bring students and teachers closer to the culture of the countries where the foreign language is spoken through the presentation of current affairs and recreational activities in the classroom.

f) They may participate in orientation and training activities organized in the school, to which they may be accompanied by the persons responsible for coordinating bilingual education in their centres.

g) They may participate in extracurricular activities that take place within the national territory organized by the centre to which they are assigned, with no responsibility of the assistant on the participating students, on the activity that is carried out or on the work assigned to the school teacher for these activities.

The duration of the collaboration of the assistants will be a maximum of eight months, **not before October 1st nor after May 31st.**

SCHEDULE, ORGANIZATION AND ABSENCES

1. The person responsible for the coordination of bilingual education in the educational centre of reference will propose the head of the Head of Studies the schedule of the assistant or the language assistant.
2. All schools will schedule in Seneca the planning of the annual schedule in the month of the incorporation of the conversation assistant. This schedule must be updated during the courseschool in order to record effective hours of collaboration.
3. Schools must maintain a record of the attendance of their teaching assistants in a similar way to that established for the rest of the school's staff.
4. Language assistants will enjoy the same holidays and vacations programmed in the school calendar for the rest of the school community.
5. In case of absence due to illness or any other reason, the assistant must immediately inform the centre and provide a medical certificate. You will be entitled to receive the monthly aid during your absence, as long as you remain in Spain.
mensual durante su ausencia por este motivo, siempre que permanezca en Espana.
6. To have permission for personal matters, the conversation assistant must request it and have authorization from the management of the school, agreeing with the bilingual coordination or department heads and registering a class recovery plan in Seneca. .
7. Unexcused absences and not made up lessons will lead to the loss of the pay for their collaboration.