

## **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 SEPTEMBER 7, ON LANGUAGE ASSISTANTS FOR THE 2021/2022 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, which 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) Outside the period of working directly with students, they may plan activities with the reference teachers with whom they collaborate, in the preparation of teaching materials in the foreign language. In this sense, 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 1<sup>st</sup> nor after May 31<sup>st</sup>.**

## **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. With part-time collaboration, the bilingual coordinators of the centres that share the same assistant must coordinate when preparing their schedule.

2. Language assistants will enjoy the holidays and vacations stipulated in the school calendar.

3. 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.

4. If the sanitary conditions do not allow attendance at the schools, the language assistant will continue to collaborate with the reference teachers online, following the model of flexible curricular organization adopted by the centre, serving the students always under the teacher supervision.

In this case, the collaboration of the language assistant will be carried out according to the established weekly schedule, and always directed by the reference teacher, as well as coordinated and supervised by the person responsible for the coordination of bilingual teaching.

5. When the language assistants request permission for personal matters, they must have the authorization of the direction of the educational centre or centres of destination, agreeing with the bilingual coordinator or coordinators a plan of recovery of classes that can be in the same month or in the following month, always after their absence.

6. The educational centre will be responsible for controlling the attendance of language assistants both in person and online, if necessary, in a manner analogous to that established for the rest of the centre's staff. Unexcused absences may lead to the loss of the pay for their collaboration.