

## GENERAL INFORMATION ABOUT THE LANGUAGE ASSISTANTS' GRANTS IN ARAGÓN, SPAIN, FOR SCHOOL YEAR 2015-16

### REQUIREMENTS OF APPLICANTS:

English Language assistants: Candidates born or who are citizens or have lived at least 3 years of the last 6 years in one of the following countries: Australia, Canada, United States, Great Britain, Ireland or New Zealand; and who have completed college or are in college.

### APPLICATION AND DOCUMENTS:

- a) Applicants have to fill in the online application form located on the website: <http://convocatorias.educa.aragon.es/>. Once completed, the form will be printed, signed and sent together with the rest of the documents to the address specified below.
- b) Annex II
- c) Annex III
- d) Annex IV, only those language assistants applying for renewal.
- e) European curriculum vitae (information on <https://europass.cedefop.europa.eu/es/home>)
- f) Photocopy of passport, D.N.I. or Carte d'Identité.
- g) Applicants who must justify the requirement of having lived at least 3 years of the last 6 years in Australia, Canada, United States, Great Britain, Ireland and New Zealand must provide a photocopy of the certificate of studies or employment contracts of that period.
- h) Photocopy of University degree certificate.
- i) If they are still studying at University, photocopy of their enrollment or a university certificate of current studies.
- j) Photocopies of documents certifying merits mentioned in the CV and exposed on article 3 of the Official Call for Language Assistants' Grants ([www.educaragon.org](http://www.educaragon.org)):

MERITS	DOCUMENTS
University studies conducted in a country with English or French as an official language	Photocopy of completion certificate. Photocopy of registration form.
University Studies concerning the teaching of foreign languages.	Photocopy of completion certificate. Photocopy of registration form.
Diplomas and certificates proving the knowledge of languages.	Photocopies of the diplomas or certificates.
Experience in teaching foreign languages.	Certificate from employer.
Training courses concerning the teaching of foreign languages.	Photocopy of completion certificate.
Taking part in an official mobility programme at the University of Zaragoza in school year 2015-16.	Certificate from University.

The documents will be sent to the following address:

**DIRECCIÓN GENERAL DE POLÍTICA EDUCATIVA Y EDUCACIÓN PERMANENTE  
DEPARTAMENTO DE EDUCACIÓN, UNIVERSIDAD, CULTURA Y DEPORTE  
C/ Pablo Ruiz Picasso, nº 65D, 3ª planta  
50071 ZARAGOZA**

The documents sent from any part of Spain will have to follow any of the official procedures specified on the Official Call ([www.educaragon.org](http://www.educaragon.org)). The easiest one being to take the envelope open to the Post Office so the date can be stamped on the first page of the application form. After the date has been stamped on the form, the envelope will be closed and sent. This date will necessarily be before or that of the applications deadline (30<sup>th</sup> May 2015 included).

The envelopes received from outside Spain will have to show on them a date necessarily before or that of the applications deadline (30<sup>th</sup> May 2015).

The official text of this Call has been published on the 13<sup>th</sup> May on the Official Bulletin of Aragón (B.O.A.) and it is also available on [www.educaragon.org](http://www.educaragon.org).

#### **LENGTH OF THE GRANT:**

Dating from the 1st October 2015 until the 31st May 2016.

#### **TEACHING HOURS AND QUANTITY OF THE GRANT:**

Applicants will choose amongst:

**6 teaching hours per week----- 356.12-€ per month**  
**12 teaching hours per week -----706.12-€ per month**

A monthly retention will be discounted to this amount for the Workers Social Security and, if applicable there will also be some deductions on Income Tax of Individuals.

Payment of the grant will be paid monthly and directly to the beneficiaries.

Appointments could be made at different types of school: Primary schools (3-12 year-olds), Secondary schools (12-18 year-olds), Language Schools (adults).

#### **CONDITIONS OF THE PLACEMENTS:**

The appointment implies the acceptance of the terms and conditions specified on the Official Call. We summarize here the most important points:

- a) All the hours assigned will imply direct performance in lessons. However, the final number of days of school attendance will depend on the number of hours assigned and the availability of the schools. A Language Assistant may be assigned to only one school, to two schools or to three different schools. In all of them, Language Assistants will help the school teachers, who will also be present during the lessons. Language Assistants will accept the timetable set by the school or schools. Once the Language Assistant has taken possession of the post, he/she will be part of the school staff.
- b) The Language Assistant should never be left on his/her own in the classroom. The presence of the school teachers is compulsory.
- c) Under no circumstances will the appointment as a Language Assistant in Aragón imply an employment relationship with the Regional Government.

- d) The Language Assistant will work on the school or schools all the school days from October 1<sup>st</sup> to May 31<sup>st</sup> 2016, according to the school calendar of the province or place where he is assigned.
- e) Fifteen days before the end of the placement, Language Assistants will write a report in which they will evaluate the experience. This report will be sent to the schools.
- f) Language Assistants will justify school absence following the usual procedures marked by the schools for their staff.
- g) Travel expenses from and to the countries of origin and Aragón will always be paid by Language Assistants, who will also deal with all the legal arrangements for their stay in Aragón.
- h) The Language Assistants who are finally appointed will have to be at the schools on the 1st October 2015.
- i) For all the Language Assistants appointed, the Education Department in Aragón will organize a training event (assistance compulsory)