

INTERNSHIPS

LANGUAGE AND CULTURE ASSISTANTS PROGRAM IN SPAIN FOR CITIZENS OF AUSTRALIA, NEW ZEALAND, FIJI, VANUATU, TONGA, THE SOLOMON ISLANDS, THE PHILIPPINES, INDIA AND SINGAPORE

SCHOOL YEAR 2024-2025

The Spanish Ministry of Education, Vocational Training and Sports offers new Language and Culture Assistant positions in Spain for university students or graduates from **Australia, New Zealand, Fiji, Vanuatu, Tonga, the Solomon Islands, the Philippines, India, and Singapore** for the school year 2024-2025.

Citizens of these countries who are interested may apply for the **complete school year (October 2024 to May 2025, June if the destination is Madrid)** or the **first semester of 2025 (from January to May 2025, June if the destination is Madrid)**. However, **Filipino and Indian candidates can only apply for the complete school year (October 2024 to May 2025, June if the destination is Madrid)** since the academic year is different from the other countries.

The Education Office of the Spanish Ministry of Education, Vocational Training and Sports **does not charge application fees** for any service related to the application process in this program. Please contact us if you receive any petition of fees for this service.

GENERAL INFORMATION

Participants in the program have the opportunity to live in Spain, start or improve their knowledge of the Spanish language and culture, and take advantage of an internship experience in public Spanish schools for their future, fostering and promoting intercultural understanding between citizens of Spain and Australia, New Zealand, Fiji, Vanuatu, Tonga, the Solomon Islands, the Philippines, India, and Singapore.

Their main role is to **support Spanish teachers** of English, or of other subjects such as science or social studies, which may be delivered in English, in primary or secondary education schools or language schools (adults).

Some knowledge of Spanish is convenient but **not compulsory**.

At the same time, this program allows Spanish students the opportunity to study the English language in depth and get to know the culture of the different countries where the candidates come from by interacting with English native speakers.

In Spain, the Ministry of Education, Vocational Training and Sports, and the local education authorities in some autonomous regions organize teacher training courses for language assistants during the first days of the school year.

Regions can be requested. Each country has **different regions or Autonomous Communities assigned** that language assistants can request:

- **Australians, New Zealanders and candidates from Fiji, Vanuatu, Tonga, and the Solomon Islands can apply for all the Spanish regions.**

- **Candidates from Singapore** can apply for the following regions:

Aragón, Andalucía, Asturias, Canarias, Cantabria, Castilla-La Mancha, Castilla y León, Comunidad Valenciana, Extremadura, Galicia, Islas Baleares, Madrid, Murcia and País Vasco.

They cannot apply for: **Navarra, Cataluña, La Rioja, Ceuta, and Melilla.**

- **Indians can apply for:**

Aragón, Andalucía, Asturias, Canarias, Cantabria, Cataluña, Castilla-La Mancha, Castilla y León, Comunidad Valenciana, Extremadura, Galicia, Islas Baleares, Madrid, Murcia, La Rioja and País Vasco.

Indians cannot apply for: **Navarra, Ceuta, and Melilla.**

- **Filipinos** can apply for:

Aragón, Andalucía, Asturias, Canarias, Cantabria, Castilla-La Mancha, Castilla y León, Comunidad Valenciana, Extremadura, Galicia, Islas Baleares, La Rioja, Madrid, Murcia, País Vasco, Ceuta and Melilla.

Filipinos cannot apply for: **Navarra, Ceuta, Melilla and Cataluña.**

I. REQUIREMENTS

- be a citizen of Australia, New Zealand, Fiji, Vanuatu, Tonga, the Solomon Islands, the Philippines, India, or Singapore.
- be a **native-level speaker of English.**
- have a completed university degree or be at least a second-year student of a Bachelor's degree.
- be of sound mental and physical health and must have no limitations that would impair your ability to teach.
- have a clear police record.
- Present a signed letter of motivation.
- Submit a reference letter from a teacher or employer, dated no earlier than September 2023.
- be under 60 years of age on January 1st, 2025.

INTERVIEW: An interview with the Education Advisor may be required for some candidates. Depending on where you live, the interview can take place by phone, Skype, or in person. Every Filipino, Indian, and Singaporean candidate must compulsorily go through an interview.

II. TEACHING ASSISTANTS' DUTIES AND RESPONSIBILITIES IN SPAIN

- The candidates selected will complete their duties as language and culture assistants, supporting the teaching in English under the supervision and guidance of a classroom teacher at public schools.
- Their work will involve preparing and developing oral comprehension and speaking activities that focus on language and culture. Their activity could also involve supporting Spanish teachers of other subjects delivered in English.
- Assistants are not responsible for discipline, evaluation, or meeting up with parents.
- The weekly requirement of the assistants is **4-5 days a week, between 14 and 16 hours a week**, all of which are spent assisting the classroom teacher. In some cases, the language assistant could work in multiple schools. The monthly stipend will vary depending on the number of hours and region assigned:
 - Balears: 14 hours/week, 800€/month or 15 hours/week, 875€/month
 - Canarias: 14 hours/week. Tenerife and Gran Canaria Islands, €820; El Hierro, La Gomera, La Palma, Fuerteventura, Lanzarote, and La Graciosa Islands, €920
 - Cantabria: 14 hours/week, 800€/month or 16 hours/week, 914.29 €/month
 - Castilla y León: 14-16h/week, From 800€/month up to 935 €/month.
 - Galicia and Extremadura: 16 hours/week, 935€/month
 - Madrid and Comunidad Valenciana: 16 hours/week, 1.000€/month
 - Murcia: 14 hours/week, 800€/month or 16 hours/week, 914,29 €/month
 - Rest of regions: 14 hours/week, 800€/month
- The language assistant and the classroom teacher (or the institution's head teacher or Principal) may agree upon other tasks such as attending meetings, giving talks, and participating in extracurricular activities, such as field trips, school exchanges, school plays, concerts, or sports carnivals.
- The different local education authorities from each region will allocate each assistant to a **primary school, secondary school, or public language school** (students over 14 years of age). Over 50% of placements are in primary schools, including sometimes nursery education. About 60% of assistants are placed in bilingual primary or secondary schools.

III. SPECIFIC CONDITIONS OF THE GRANT

- A minimum monthly allowance of approximately 800 €, tax-free
- Health insurance.
- Initial training course at the beginning of the school year.
- Official certification issued by Spanish educational authorities.
- Paid school holidays: Christmas and Easter.
- Lodging, transportation from and to the country of origin, and meals are at the applicant's own expense.

IV. PROCEDURE TO APPLY

Applications must be submitted online through PROFEX 2. Please note for some nationalities, such as Filipinos, an interview with their Education Advisor is compulsory before sending their application through Profex 2.

Please read the PROFEX manual before registering. You can find the Profex 2 manual at:

Australia:

<https://www.educacionyfp.gob.es/australia/en/convocatorias/auxiliares-en-espana/auxiliares-de-conversacion-australianos.html>

New Zealand:

https://www.educacionyfp.gob.es/nuevazelandia/en_NZ/convocatorias-programas/auxiliares-de-conversacion-neozelandeses.html

The Philippines:

http://www.educacionyfp.gob.es/filipinas/en_PH/convocatorias-programas/auxiliares-en-espana.html

Singapore:

<https://www.educacionyfp.gob.es/en/mc/consejerias-exteriores/sudeste-asiatico/convocatorias/auxiliares-de-conversacion-singaporenses.html>

India:

<https://www.educacionyfp.gob.es/india/en/convocatorias-programas/auxiliares-en-espana0.html>

The **following documents** must be scanned and uploaded on PROFEX 2:

- A passport size photo
- One copy of a valid passport (minimum validity **September 2025**) showing the photograph page. It is very important to have a valid passport to register for the program since you will need your **passport number** to set your username (**usuario**) and log onto the PROFEX system in the future. Also, a valid passport number is required because it will appear on the **acceptance letter** from the school that you have to submit to apply for the visa. Therefore, your **current passport number** must coincide with the **passport number on the letter**.
- Original degree certificate(s), diplomas(s) or official academic record.
- Motivation letter/cover letter: 300-word essay or statement of purpose, signed and dated, with a general greeting, **in English or Spanish**, explaining the reasons why the applicant wants to participate in the program, their expectations about it, and what the applicant can offer to the program.
- A letter of recommendation or reference letter, written in Spanish or English, from a teacher or employer, with letterhead, signed and dated, a general greeting and containing the contact details of the person who writes it (see “Letter of recommendation guidelines” at the end of this document).



IMPORTANT: Once you submit your application through Profex 2, you will get a PDF file, which you will need to save as proof of your application. In addition, you will need to **print it out, sign and date it, scan it, and email it** to your corresponding Education Advisor:

AUSTRALIA, VANUATU and the SOLOMON ISLANDS:

- NSW, QLD, ACT and NT: asesoriacanberra.au@educacion.gob.es
- Vanuatu and the Solomon Islands: asesoriacanberra.au@educacion.gob.es
- SA, WA, VIC and TAS: asesoriamelbourne.au@educacion.gob.es

NEW ZEALAND, FIJI, TONGA and citizens of VANUATU and the SOLOMON ISLANDS residing in

FIJI: asesoria.nz@educacion.gob.es

THE PHILIPPINES: asesoria.filipinas@educacion.gob.es

SINGAPORE: asesoria.singapur@educacion.gob.es

INDIA: asesoria.india@educacion.gob.es

Once in Spain, all language assistants are required to provide their schools with:

AUSTRALIA: a “Working with children” card (NSW, VIC, SA, WA), “Working with Vulnerable People” card (ACT), Blue card (QLD), Working with Vulnerable People Registration (TAS), valid for the period of the Program issued in 2023. In Queensland some candidates have problems obtaining the Blue card; those candidates can submit their **criminal record** instead. **You do not need this document to submit your application.**

NEW ZEALAND, FIJI, TONGA, VANUATU and the SOLOMON ISLANDS: Police record or Police clearance.

THE PHILIPPINES: NBI clearance or criminal record.

SINGAPORE: Criminal record of the past five years.

The Spanish Education Office in Australia will be responsible for the selection process. Positions will be allocated by the Spanish regional authorities.

Every applicant who obtains a position will be **notified individually through e-mail** with the assignment of the specific region in Spain in the weeks following the end of the application period. Candidates must accept or decline this offer of a regional placement **within three days of receiving the email from PROFEX.**

The Spanish regional education authorities will send a **letter of appointment with the town and name of the school** (you will need this letter to apply for your visa) where the candidate has been assigned. Each region sends the letter of appointment for their corresponding assistants who will be asked to provide the regional Departments of Education with a written acceptance or renunciation of the assignment.

Instructions will be provided to apply for a visa.



V. JANUARY-MAY/JUNE PERIOD 2025

Every year there may be a few positions available for the January-May/June period (June if the destination is Madrid) for candidates from countries of the Southern Hemisphere due to the different academic year. **Filipino and Indian candidates cannot apply for January-May/June period.**

If you are interested in this intake, you **must apply in the general application period** (from February to April) and **state that you are applying for the January intake in your cover/motivation letter.**

VI. APPLICATION DATES

February 12, 2024–April 5, 2024.

MORE INFORMATION

For more detailed information on the program and testimonials, please go to these websites:

AUSTRALIA:

<https://www.educacionyfp.gob.es/australia/en/convocatorias/auxiliares-en-espana/auxiliares-de-conversacion-australianos.html>

NEW ZEALAND:

https://www.educacionyfp.gob.es/nuevazelandia/en_NZ/convocatorias-programas/auxiliares-de-conversacion-neozelandeses.html

THE PHILIPPINES:

https://www.educacionyfp.gob.es/filipinas/en_PH/convocatorias-programas/auxiliares-en-espana.html

SINGAPORE:

<https://www.educacionyfp.gob.es/en/mc/consejerias-exteriores/sudeste-asiatico/convocatorias/auxiliares-de-conversacion-singapurenses.html>

INDIA:

<https://www.educacionyfp.gob.es/india/en/convocatorias-programas/auxiliares-en-espana0.html>

or send an email to:

AUSTRALIA, VANUATU and the SOLOMON ISLANDS:

- NSW, QLD, ACT and NT: asesoriacanberra.au@educacion.gob.es
- Vanuatu and the Solomon Islands: asesoriacanberra.au@educacion.gob.es
- SA, WA, VIC and TAS: asesoriamelbourne.au@educacion.gob.es

NEW ZEALAND, FIJI, TONGA and citizens of VANUATU and the SOLOMON ISLANDS residing in FIJI: asesoria.nz@educacion.gob.es

THE PHILIPPINES: asesoria.filipinas@educacion.gob.es

SINGAPORE: asesoria.singapur@educacion.gob.es

INDIA: asesoria.india@educacion.gob.es

LETTER OF RECOMMENDATION GUIDELINES

Please, share this document with the person who will write the letter of recommendation that will support your participation in this program.

To whom it may concern,

Thank you for making the time to create a letter for one of the candidates to the *Language and Culture Assistants Program* from the *Spanish Ministry of Education and Vocational Training*.

The person you are writing the letter for has applied for an internship within the program. If the applicant is selected, he/she will be offered a position to support teaching in English in a K-12 school or a School of Languages in Spain for one academic year. Therefore, the candidate must be responsible, open to new ideas and cultures, and have good social and communicative skills. The candidate will be assisting the Spanish teacher in classes by means of oral practices and conversation techniques to improve the students' speaking performance.

In order to simplify the process for you, next you will find a list with the items that need to be present so that the letter is valid and supports the candidate's application.

The letter, which will be addressed to the *Language and Culture Assistants Program Advisors*, needs to contain the following elements and information:

- To be **on letterhead paper** from your institution.
- Your **name, title and contact information**.
- The **capacity** in which you know the applicant, and for how long.
- A short paragraph **assessing the applicant's qualifications and qualities** for his/her success in the program.
- A **final statement**, in which you reflect the **applicant's appropriateness** for this opportunity, or not.
- Your **signature and date**.

Please see that it is essential that your **letter is SIGNED and DATED**.

In order to deliver this letter, please hand it out to the applicant, who will attach it to his or her application online. If you are uncomfortable with the content of the letter being visible to the candidate, kindly ask him or her to find another professor or employer to recommend him or her.

Thank you for your consideration.