

INTERNSHIPS

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

SCHOOL YEAR 2025-2026

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, Singapore and Thailand** for the school year 2025-2026.

Citizens from these countries may apply for the **complete school year (October 2025 to May 2026**, June if the assigned position is in Madrid) or for the **first semester of 2026** (from January to **May 2026**). However, candidates from The Philippines and India can **only apply** for the **complete school year** (October 2025 to May 2026, June if the assigned position is in Madrid).

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 requests for fees for this service.

GENERAL INFORMATION

Participants in the Program have the opportunity to live in Spain, learn or improve their knowledge of Spanish language and culture, and benefit from an internship experience in public Spanish schools; this experience fosters and promotes intercultural understanding between citizens of Spain and Australia, New Zealand, Fiji, Vanuatu, Tonga, the Solomon Islands, the Philippines, India, Singapore and Thailand.

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

This Program also helps Spanish students to study the English language in depth and learn about the culture of the language assistants' countries of origin by interacting with English native speakers.

In Spain, the Ministry of Education, Vocational Training and Sports, and/or the education authorities in the autonomous regions organize teacher training courses and/or informative sessions for language assistants during the first days of the school year (for candidates who start in October).

Each country of provenance has **different regions (Autonomous Communities) assigned in the Program**. Language assistants can request **up to three regions of preference** from the following range of choice:

- **Candidates from Australian, New Zealand, Fiji, Vanuatu, Tonga, and the Solomon Islands** can apply for **any of 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, Galicia, Islas Baleares, Madrid, Murcia and País Vasco.
They cannot apply for: **Navarra, Cataluña, La Rioja, Extremadura, Ceuta and Melilla**.
- **Candidates from India 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.
They cannot apply for: **Navarra, Ceuta and Melilla**.

- **Candidates from The Philippines can apply for:**
Aragón, Andalucía, Asturias, Canarias, Cantabria, Castilla-La Mancha, Castilla y León, Comunidad Valenciana, Extremadura, Galicia, Islas Baleares, La Rioja, Madrid, Murcia and País Vasco.
They cannot apply for: **Navarra, Cataluña, Ceuta and Melilla**

I. REQUIREMENTS

- Be a **citizen of** Australia, New Zealand, Fiji, Vanuatu, Tonga, the Solomon Islands, the Philippines, India, Singapore or Thailand.
- 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 physically and mentally healthy and have no limitations that would impair your ability to teach.
- Have a clear police record.
- Be under 60 years of age on 1 January 2026.
- Submit a signed letter of motivation.
- Submit a reference letter from a teacher or employer, dated no earlier than September 2024.
- Submit Annex I: Statutory Declaration on Health Status and on the conditions of the Language Assistant Program.
- Candidates from India: A minimum knowledge of Spanish is compulsory. Level A2.
- Candidates from The Philippines: A minimum knowledge of Spanish is compulsory. Level A1.

INTERVIEW: An interview with the Education Advisor may be required for some candidates. The interview can take place by phone, Skype, Teams, etc. or in person. It is compulsory for every candidate from The Philippines, India and Singapore to be interviewed.

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 tasks 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 parent-teacher conferences.
- The weekly duties of the assistants involve helping and collaborating with the classroom teacher during **14 to 16 classroom hours a week, spread over 4 days a week, plus class preparation time**. In some cases, the language assistant could be assigned to more than one school.
- The **monthly stipend** will vary depending on the number of hours and the region and it ranges **from 800 to 1000 euros**.
- The language assistant and the classroom teacher (or the school 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 local education authorities from each region (Autonomous Community) will allocate each assistant to a **primary school, secondary school, or public language school**. Over 50% of placements are in primary schools, sometimes including nursery education. About 60% of assistants are placed in bilingual primary or secondary schools.

III. SPECIFIC CONDITIONS OF THE GRANT

- A minimum monthly stipend of 800 €, maximum stipend of 1000 €
- Health insurance
- Initial training course at the beginning of the school year (for candidates who start in October)
- Official certification issued by the Spanish educational authority
- Paid school holidays: Christmas and Easter

Note that lodging, transportation from and to the country of origin as well as meals are at the applicant's own expense.

IV. PROCEDURE TO APPLY

Applications must be submitted through an online portal called PROFEX 2, designed for submitting applications for international programs sponsored by the Ministry of Education, Vocational Training and Sports of Spain.

Please note that for some nationalities (Filipinos, Indians and Singaporeans) an interview with their local Education Advisor is compulsory before sending their application through PROFEX 2.

Please read [How to Register on Profex](#) before you **register and create an account in PROFEX 2**. (Page 8 onwards explains this process in English).

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 and Thailand:

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

India:

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

The **following documents** must be uploaded on PROFEX 2 when the application period opens and once the candidate has registered and opened an account:

- ① One copy of a valid passport (minimum validity **June 2026**), showing the photograph page. It is necessary to have a valid passport to register in the Program since you will need your **passport number** to set up your username (**usuario**) and log onto the PROFEX 2 system in the future.

A valid passport number is also required for the **letter of appointment (carta de nombramiento)** from the Education authority in Spain (either the Ministry of Education, Vocational Training and Sports or the Autonomous region education authority) if your application is successful and you accept the offer to be a language assistant. You will need to submit that letter of appointment to apply for your visa. Your **passport number** must coincide with the **passport number on the letter of appointment**.

If you have multiple nationalities and one of them is from a European Union (EU) country, you will be

able to participate in the Program and enter Spain without a visa if you register on PROFEX with your valid EU passport.

Register on PROFEX with your EU passport number and select the appropriate option in the “Datos de interest” section, depending on the country from which you are applying for the program:

- Australia – Education Office of Spain in Australia
- India - Education Office of Spain in India
- New Zealand - Education Office of Spain in New Zealand
- Philippines - Education Office of Spain in the Philippines
- Singapore - Education Office of Spain in Singapore
- Thailand - Education Office of Spain in Thailand

In the “Documentos anexos” section you will need to upload both passports, the one you have registered with and the one that proves you are also a citizen from the country from which you are participating. Your letter of appointment to participate in the Program must be issued with the passport number with which you plan to enter Spain.

- Original degree certificate(s), diplomas(s) or official academic record.
- Motivation letter/cover letter: 300-word 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, containing the contact details of the person who writes it (see “Letter of recommendation guidelines” at the end of this document). The letter must be dated no earlier than September 2024.
- Signed Annex I: Statutory Declaration on Health Status and on the conditions of the Language Assistant Program.

IMPORTANT: Once you submit your application through Profex 2, save the PDF file for your records.

ONCE IN SPAIN, all language assistants are required to provide their schools with the following document. **You do not need to submit this document during your application process:**

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. In Queensland some candidates have problems obtaining the Blue card; those candidates can submit their **criminal record** instead.

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.

INDIA: original and copy of the 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 education 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 after the application period closes. Candidates must accept or decline this placement offer **within three days of receiving the email from PROFEX.**

The Spanish regional education authorities will then send the candidate **a letter of appointment with the town and name of the school that has been assigned.** This letter is needed to apply for the visa. Each region sends the letter of appointment to their corresponding language assistants. Each language assistant must reply to the regional education authority accepting or declining the appointment.

Instructions will be provided to apply for a visa.

V. JANUARY-MAY PERIOD 2026

Every year there may be a few positions available for the January-May period for candidates from countries of the Southern Hemisphere due to the different academic year. **Candidates from The Philippines and India cannot apply for January-May period.**

If you are interested in this intake, you **must apply in the general application period** (from 11 February to 26 March 2025) and **state that you are applying for the January intake in your cover/motivation letter.**

VI. APPLICATION DATES

11 February – 26 March 2025.

VII. MORE INFORMATION

AUSTRALIA:

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

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:

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

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

THE PHILIPPINES:

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

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

SINGAPORE and THAILAND:

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

SINGAPORE and THAILAND: asesoria.singapur@educacion.gob.es

INDIA:

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

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 taking the time to create a letter for one of the candidates to the *Language and Culture Assistants Program* from the *Spanish Ministry of Education, Vocational Training and Sports*.

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, please see below a list with the items that need to be provided 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.
- Your **signature and date**.

Please ensure that your **letter is SIGNED and DATED**.

To deliver this letter, please hand it to the applicant who will attach it to his/her online application. If you are uncomfortable with the applicant seeing the contents of the letter, kindly ask him or her to find another professor or employer to recommend him or her.

Thank you for your consideration.