

Language & Culture Assistants Program in Spain 2024- 2025 Guidelines for Singaporean candidates

The Spanish Ministry of Education and Vocational Training offers new Language and Culture Assistant positions in Spain for Singaporean university students or graduates for the school year 2024-2025.

Citizens interested may apply for either the **complete school year from October 2024 to May 2025**, (June if destination is Madrid) or **from January 2024 to May/June 2025**. In both cases the application period is the same: 12th February-5th April.

The Education Office of the Spanish Ministry of Education and Vocational Training **does not charge application fees** for any service related to the application process in this program. Please contact us if you receive any petition for 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 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 vocational or language schools (adults).

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

At the same time, this program allows Spanish students the opportunity to study English language in depth and get to know the Singaporean culture by interacting with English native speakers. In Spain, the Ministry of Education and Vocational Training and the local education authorities in some autonomous regions organize teacher training courses for language assistants during the first days of the school year.

Singaporean candidates can apply for the following regions in Spain:

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

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



I. REQUIREMENTS

- be a citizen of Singapore.
- be a native or near-native speaker of English.
- be a senior student of a Bachelor's Degree or already in possession of a Bachelor's Degree, a postgraduate student, or having completed a Master's Degree or Doctorate.
- 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: Applications must be submitted online through PROFEX once the application period is open. **All Singaporean applicants must request an interview at the Education Office of the Embassy of Spain (asesoria.singapur@educacion.es)** before they may submit their application on the PROFEX system.

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 to support 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. The monthly stipend will vary depending on the number of hours:
 - Baleares: 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 in a **primary school, secondary or vocational 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 SCHOLARSHIP

- A minimum monthly allowance of 800 € (1000 € in Madrid and Valencia), tax-free.
- 14-16 hours a week.
- 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 (www.educacion.gob.es/profex). Please note that an interview with their Education Advisor is compulsory before sending their application through Profex.

Please read the PROFEX manual before registering. You can find the Profex manual at:
<https://www.educacionyfp.gob.es/en/mc/consejerias-exteriores/sudeste-asiatico/convocatorias/auxiliares-de-conversacion-singaporenses.html>



Candidates must register on the PROFEX system using their name **as it appears on the passport**. Using other names and nicknames can result in misunderstandings and delays.

Please watch the following videos:

- [Learn more about the program Profex](#)
- [How to complete an application](#)

Then complete the required areas and fields.

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

- ⦿ A passport-sized photo
- ⦿ One copy of a valid passport (minimum validity **September 2025**) showing the photograph page. It is very important to have a valid passport in order 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 in order 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 transcripts.
- ⦿ 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 recent 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, 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:

asesoria.singapur@educacion.gob.es

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

Every applicant that 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. (Please check your spam mailbox).

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.

Once in Spain, all language assistants are required to provide their schools with criminal record of the past five years.

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.



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-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.