

Orientation and initial matters the Language Assistants need to deal with upon their arrival in the UK

Once the list of selected and reserve candidates has been published by the *Boletín Oficial del Estado*, selected candidates will have to **accept the post** through the **Profex** online application.

Language Assistants with a post in the United Kingdom are assigned to a maximum of three schools by the appropriate Local Authorities. During the summer, the British Council and the host schools will contact the selected Language Assistants by email and post to inform them of their posting. Initial instructions on their arrival and settling in the UK are also provided. Those instructions may also be accessed on www.languageassistant.co.uk.

If the Language Assistant would like to **withdraw from the programme**, he or she will have to inform the Ministry of Education's *Subdirección General de Cooperación Internacional* by email as soon as possible to: auxiliares.conv@educacion.es or phone 91 506 5594. If the candidate has already received information and instructions from his or her school, he or she will have to inform them too, according to the British Council's instructions.

The Spanish Embassy's **Consejería de Educación**, or the British Council, will send the Language Assistants information on the dates and places for **the first Training Day**, which has an essential component of orientation and induction, and will normally take place **between the last week of September and the first week of October**. The Language Assistants will have to confirm their attendance by email, according to the instructions given to them.

Two of the matters Language Assistants will need to attend to immediately upon their arrival in the UK are the following: obtaining a **Criminal Record Bureau (CRB) Check** and a **UK Social Security Number**.

1. - OBTAINING A CRIMINAL RECORD BUREAU (CRB) CHECK

In order to work in a school in the United Kingdom it is necessary to obtain a certification from the police called *Criminal Record Bureau (CRB) Check*.

How do you apply for it?

The host school will process the application. In order to do so, the Language Assistant will have to fill in a form and submit the following documents:

- A negative certification of *Antecedentes Penales* issued by one of the regional offices of the Spanish Ministry of Justice, which the Assistant will need to bring from Spain.
- Three documents for identity verification that may be chosen from the list below. One must be from group 1, and the other two from groups 1 or 2. Certified photocopies will be valid in the case of the documents of group 2.

Identity verification documents

Group 1: Passport or Identity card.

Grupo 2: Birth certificate, Secondary School Certificate (*título de Bachillerato*), academic transcript from the university, marriage certificate, reference letter from a teacher (not dated more than 3 months in advance), work permit/visa (not dated more than 12 months in advance, not for Language Assistants from Spain), or UK National Insurance Card.

The Language Assistant must include all the addresses where he or she has lived over the last five years, making sure there are no intervals between dates.

At least one of the identity documents provided must include the applicant's date of birth, and another document must include the address of the applicant in the UK at the moment of processing the application. If the latter is not possible, a letter signed by the headteacher of the school declaring the address of the language assistant may be provided. In order for the headteacher to be able to provide such a letter, the landlord will have to confirm the residence in writing.

The application includes a £36 processing fee.

Once the application has been processed, the school will receive a copy of the CRB Check, called **Disclosure Certificate**. The language assistant will receive another copy at the UK address facilitated in the application. As a duplicate copy of this certificate cannot be issued, the language assistant must make sure the correspondence is forwarded to him or her in case of change of address.

For more information please check:

www.crb.gov.uk/Default.aspx?page=582 o rbsupport@crb.gsi.gov.uk

2.- OBTAINING THE NATIONAL INSURANCE NUMBER

All active workers in the UK must pay a monthly fee to the UK Social Security, even if they have medical insurance in their country of origin. They must also obtain a National Insurance (NI) number. For this concept, £45 is deducted monthly from the language assistant's salary. This amount varies according to the region of residence.

How do you apply for it?

If the language assistant has already been a resident in the UK and has a NI number, it is not necessary to reapply for it. If not, its application should be processed as soon as possible, upon arrival in the UK. The school or the local authority will have to contact the *National Insurance Fast Path Team* on Tel. 0845 6415047/8/9, which will provide the application form and guidelines.

The application must be sent, according to the instructions provided, together with a photocopy of the Passport or Identity card. The number will be received in approximately three or four weeks.

If necessary, a temporary number can be used. That number is established as follows:

TN (*Temporary Number*) + date of birth (DDMMYY)+ M/F (*Male/Female*)

Example: For a woman born on 15th April 1990, the temporary number is: **TN150490F**

The banks and the NHS (National Health Service) do not accept temporary numbers, but they are valid for other issues, such as salary payment, which means the language assistants will be able to receive the first salary before receiving their permanent NI number.

For other enquiries related to the Social Security, language assistants may contact their school's bursar.

For more information please write to: atd.manchester.uk@educacion.es