



EMBAJADA
DE ESPAÑA
EN EL REINO UNIDO

SPANISH LANGUAGE ASSISTANTS IN THE UNITED KINGDOM

SCHOOL YEAR 2015-2016

Training and induction activities

The Ministry of Education, Culture and Sports of Spain, organises the following induction and training activities through the Spanish Embassy's Education Office, in collaboration with the British Council.

Additionally, the Spanish Language Assistants may consult the Language Assistants' guides on the British Council and the Spanish Embassy's Education Office's websites.

Attendance is not compulsory, but the Spanish Embassy's Education Office and the British Council encourage assistants and schools to participate, due to the positive impact of these activities on the work of the language assistants.

1.- PLACES AND DISTRIBUTION OF LANGUAGE ASSISTANTS

The language assistants may attend the training events and activities organised in London, Manchester, Edinburgh or Belfast, according to the regions where they have been posted. The distribution between the four cities is the following:

LONDON: Those posted in **regions 1** (Devon, Cornwall and Somerset), **2** (Dorset, Wiltshire, Berkshire, Hampshire and Isle of Wight), **3** (East Sussex, West Sussex), **4** (Surrey), **5** (Kent), **6** (Greater London), **7** (Essex), **8** (Hertfordshire), **9** (Oxfordshire, Buckinghamshire, Northants), **10** (solo Warwickshire), **11** (excepto Shropshire), **12** (Gales) and **14** (Cambridgeshire, Norfolk y Suffolk).

MANCHESTER: Those posted in **regions 10** (only West Midlands), **11** (only Shropshire), **13** (Cheshire and Staffordshire), **15** (Derbyshire, Nottinghamshire, Lincolnshire and Leicestershire), **16** (Yorkshire and Humberside), **17** (Lancashire, Merseyside and Greater Manchester) and **19** (Northumberland, Tyne & Wear, Durham and Cleveland).

EDINBURGH: Those posted in **region 20** (Scotland).

BELFAST: Those posted in **region 21** (Northern Ireland).

(See map with regions at the end of this document)

2.- INDUCTION AND TRAINING DAYS

The Training Days take place **three times a year in London, Manchester, Edinburgh and Belfast**, for Spanish Language Assistants in the different regions. The activities included for every occasion take place between 10:00 am and 5:00 pm approximately, on the dates that are announced at the beginning of each school year. The contents of the Training Days are the following:

The **First Training Day** is an induction course that includes practical information on the initial matters the language Assistants need to deal with upon their arrival, the British education system, the duties of the Language Assistants, and the structure and activities of the Spanish Embassy's Education Office. The attendants are also provided with ideas, ready-made activities and materials for their lessons, as well as some guidelines for materials development. A general theoretical framework for the teaching of Spanish as a foreign language is also outlined.

During the **Second Training Day**, The Language Assistants present before their colleagues one original activity that has worked well with their students. The aim of this training day is for the attendants to share classroom activities that they will be able to use in the future and to stimulate the debate about the methodological principles of the teaching of Spanish as a foreign language, as well as the suitability and appropriate didactic sequencing for the proposed activities. A selection of these activities is made for their publication in the Acti/España magazine, through the Education office's web page.

During the **Third Training Day** the Language Assistants continue to become familiarised with the teaching and learning of Spanish as a modern language and with the British education system. The general evaluation of the language Assistants programme is also tackled, as the attendants share their experiences of the programme in their different schools. Information on the matters the Languages Assistants need to deal with upon their return to Spain is also given.

CALENDAR FOR THE INDUCTION AND TRAINING DAYS SCHOOL YEAR 2015-2016

Place	Dates		
	Day 1	Day 2	Day 3
LONDON	8 and 9 October	28 and 29 January	5 and 6 May
MANCHESTER	9 October	29 January	22 April
EDINBURGH	11 September	29 January	6 May
BELFAST	10 September	29 January	13 May

3.- WORK GROUPS

The main goal of the Spanish Language Assistants' Work Groups activity is to develop presentations on the topics included in the Spanish Language curricula for primary and secondary school (*GCSE, AS y A Level or Higher and Advanced Higher*, in Scotland), or other topics and projects that may be suggested annually. The presentations will be developed in the format determined each year for their publication on the Education Office's website, with a preference for digital formats, such as *PowerPoint*.

These groups are made up of 3 to 8 Language Assistants. The organisation and participation in this activity is determined annually and announced via email with the Language Assistants, and during the First Training day.

The meeting of the groups take place **three times a year in London, Manchester, Edinburgh and Belfast**. The contents of the meetings are the following:

Meeting 1

- Presentation of the group: objectives, selection of a group coordinator.
- Task distribution: research, photographs, texts, sources, music.
- General structure of the presentation.
- Calendar for future meetings.

Meeting 2

- Common analysis of the materials gathered by the group.
- Determination of the adequacy of the materials.
- Suggestion for improvement and determination of new materials needed.

Meeting 3

- Presentation and evaluation of the final product.
- Evaluation of the experience.

CALENDAR OF WORK GROUPS SCHOOL YEAR 2015-2016			
Place	Dates		
	Session 1	Session 2	Session 3
LONDON	13 November	5 February	20 May
MANCHESTER	13 November	5 February	13 May
EDINBURGH	13 November	5 February	13 May
BELFAST	13 November	22 February	13 May

Participants in this activity will receive two certifications: one for their participation in the activity and another one for the publication of the final product.

4.- AWARD FOR THE BEST LANGUAGE ASSISTANT-SPANISH DEPARTMENT TEAM

Description:

Aiming at fostering good practice in the coordination of the Spanish Language Assistants' work within the Modern Language Departments in which they are integrated, the Spanish Embassy's Education Office announces the **Award for the Best Language Assistant-Spanish Department Team**.

Participants:

Spanish (or Modern Foreign Languages) Departments from schools in the United Kingdom that host a Spanish Language Assistant during the 2015-2016 school year.

Requirements:

Entries must be submitted jointly by the Head of Department and the Language Assistant

Format:

Video of 5/10 minutes duration.

Prize:

Diplomas for the School and the Language Assistant. A collection of teaching materials for both.

Procedure:

- Between the **1st of March and 30th March 2016**, the Language Assistant will send a video of 5/10 minutes duration to atd.manchester.uk@meecd.es .
- The following aspects will be taken into account in the evaluation the submitted works:
 - Reception of the Language Assistant by the school and the Department.
 - Organisation of the Language Assistant's work.
 - Relationship between the Language Assistant and the Department.
 - Participation of the Language Assistant in the life of the school.
 - Participation of the Language Assistant in the life of the community where the school is located.
 - Legacy of the Language Assistant in the Department.

For more information, please contact: atd.manchester.uk@meecd.es Tel. 0161 306 1619

