



**APPLYING FOR AN ENGLISH LANGUAGE ASSISTANT POSITION
IN SPAIN
INSTRUCTIONS FOR BELGIAN AND LUXEMBOURGIAN CANDIDATES
2016-2017**

Instructions for Belgian or Luxembourgian citizens wishing to apply for a position as an English language assistant in a Primary or Secondary school in Spain during the 2016-2017 school year.

<http://www.mecd.gob.es/belgica/>

<http://www.mecd.gob.es/belgica/convocatorias/ministerio.html>

1. AM I ELIGIBLE TO APPLY?

To be a language assistant, you must:

- be a Belgian or Luxembourgian citizen
- be in possession of a Degree or currently studying the final or second to final year of university
- have a high level of both written and spoken English
- not have a medical condition that prevents you from teaching

Merits:

- Knowledge of Spanish
- Teaching experience
- A Masters degree in education or a teaching certificate
- Language and methodology teacher training courses
- Stays in foreign countries. Stays in English speaking or Spanish speaking countries will be positively valued
- Experiences that can demonstrate knowledge of Spain and its Educational system
- Knowledge of other languages in addition to the mother tongue
- Not having previously obtained a language assistant position

2. HOW TO APPLY?

First of all, you need to fill out the online application and send a copy by mail to the Education Office in Belgium as specified below:

2.1. Completing the online application

Complete the application, through the online application system provided by the Ministry for Education, Culture and Sport (**Profex**), before the **5th of April 2015**

Online application:

[Enlace a la aplicación para hacer la solicitud en Profex](#)

For further information, see the document (How to log into PROFEX?): [Instrucciones para solicitudes nuevas](#)

Application procedure:

- If this is the first time you log into the application, click on "Registrarse" and follow the instructions.
- All documents must be scanned and uploaded to the online application completed on PROFEX.
- Make sure your application shows the status "inscrita".
- Once registration online has been completed a PDF file will be automatically generated by the application.
- To finish the process, the PDF file and the CV must be both printed and signed and then finally sent to the Education Office in Belgium (see paragraph 2.2.)

The following documents are to be uploaded to the online application (PROFEX) and to be handed in later on, either an original or a certified copy, in the case of being selected:

- Photocopy of a valid identity card or passport.
- Certified copy of diplomas required (a degree or proof of currently studying the final or second to final year of university).
- In the case of unfinished studies: certificate of higher education or a certified photocopy containing the following data: type of studies, specialty or option, number of years completed and courses studied, specifying the results and credits for each course.
- Cover letter written in English, of about 300 words, specifying the reasons for your application and your suitability as a candidate.

- Supporting documentation for all the merits alleged.
- Letter of reference duly signed and stamped, written by a teacher from the Faculty or the University School where the candidate studied.
- A passport size photo.

2.2 Submitting the application

- **Send a signed copy of the application form, with a passport size photo and the CV, by post to the following address:**

Auxiliares de Conversación de inglés
 Consejería de Educación
 Embajada de España en Bélgica
 Bischoffsheimlaan 39, B. 15
 B-1000 Brussel

Deadline for the reception of the applications in PROFEX: **5th of April, 2015**

3. HOW ARE THE LANGUAGE ASSISTANTS SELECTED?

After the closing date of the call the procedure which will be followed to select the language assistants is as follows:

- A committee from the Education Office at the Embassy of Spain in Belgium will consider the applications.
- The preselected candidates will be called for an interview (in April or in May), either on location or on Skype, during which their skills in English and in Spanish will be assessed as well as their ability to carry out the position (motivation, knowledge of teaching methodology, lesson planning and teaching materials etc.)
- The candidates will be notified by email of the resolution taken in June.
- Afterwards, the Autonomous Community to which the candidate is appointed will contact the selected candidates directly to inform them of the school or the schools to which they will be posted.

4. INFORMATION ABOUT THE LANGUAGE ASSISTANT POSITION

4.1. Functions and obligations of the language assistants

- Language assistants will be part of the teaching staff of the school to which they are appointed.
- Language assistants will support the English teachers in the school through the design and implementation of activities that contribute to improve the students language skills (specially their oral skills)
- Language assistants will teach small groups or a whole class - under the supervision of a mentor teacher- and take part in other activities in the school (cultural activities, trips, and so on)
- Language assistants will work between 12 and 16 hours a week for up to 8 months.

4.2. Specific conditions for the scholarship or assistance

- Language assistants will be appointed to a school from October 1, 2016 to May 31, 2017.
- Language assistants will receive 700 € a month as a scholarship.
- For the language assistants that are not in possession of a European Health Insurance Card, a health insurance will be subscribed to cover them in case of illness or accident during their stay in Spain.
- Language assistants will defray the travel costs, accommodation and food.
- Schools do not offer any type of accommodation but can be helpful in finding one.
- Language assistants will offered induction courses at the beginning of the academic year.
- Language assistants will be off during school holidays set for 2016/2017 in their centre of destination.
- Language assistants will receive an official certification issued by the Autonomous Communities.

5. USEFUL LINKS

In case of doubt or problem with the registration in Profex, please contact:
auxiliares.extra@mecd.es

If you wish to ask any other question about the program, please contact:
asesoriabelgica.be@mecd.es

Other links:

[Convocatoria](#) 

[Guía para auxiliares de conversación 2014-2015](#) 

[Aspectos a tener en cuenta para la elección de destinos](#) 

Información sobre los destinos: [Español](#)  [Inglés](#) 

[FAQ en inglés](#) 