

GENERAL POINTS**Ambassadors**

- 97 final year students across the UK have been selected as Language Assistants Ambassadors 2017-18. They will be able to support the promotion of the programme at your university, as well as help to advise students on the application process. If you want to find out if there are ambassadors at your university, please email us on Languageassistants.UK@britishcouncil.org

Statistics

- Annual statistics for both English Language Assistants (ELA) and Modern Language Assistants (MLA) 2016-17 are available and the statistics will again be captured for 2017-18 in December 2017. These will also be available on request.

Modern Language Assistants (MLAs)

- The Language Assistants Programme is a bilateral programme. In exchange for our overseas partners placing ELAs in their countries, we must host MLAs in UK schools. MLAs work with and enthuse future language students.
- The number of host schools across the UK is reducing (but with regional variation) for a number of reasons.
- We appreciate the support Higher Education Institutions (HEIs) also give to the MLA programme e.g. promoting the programme to your Education departments or to your 'feeder' schools, by engaging with MLAs during their period in the UK.
- Applications for UK schools wishing to host an MLA for the 2018-19 academic year will open in January 2018.

Contact

- Given the scale of the programme (over 4000 applications were assessed last year), we expect to have contact with universities only (unless specific information is required from their applicants) up until meetings with our partners (March to May). After this time, applicants may contact us directly with any issues that arise.
- Please contact us via Languageassistants.UK@britishcouncil.org

Application stage

- Applications open on **6 November 2017**.
- The deadline is **12 February 2018 for all countries**.
- We expect many universities will continue to set their own internal deadlines, which tend to be before Christmas, to allow sufficient time for references to be written by tutors. We have made it clear on our website that applicants should check this with their universities in advance of applying.
- We anticipate that the 12 February deadline may be preferred by final year students and graduates.



- Although we continue to prioritise undergraduate applications, we welcome applications from finalists/graduates. In most cases, finalists/graduates are also likely to receive a place.
- Applications will once again be made online. There is again no requirement for tutors to 'batch' and submit paper applications.
- Students will nominate a tutor as referee; the referee will be automatically notified of this and prompted to complete an online reference.
- Applicants for Canada, China and countries in Latin America (Argentina, Chile, Colombia, Ecuador, Mexico) will undertake further assessment in the form of video interview. Assessment for all other countries will be based on the application alone, with the option for further assessment such as telephone or video interview if required/information is missing.
- The application and assessment process is being modified and feedback from tutors is being incorporated, where possible, to make the process as simple as possible whilst at the same time meeting the requirements of our partner organisations.

Tutor briefings

- Briefings via webinar will be offered during October and November for university tutors and year abroad coordinators. These will provide specific guidance to support applications, an opportunity to run through the application process, review the selection criteria, ask questions etc. Initial sessions are scheduled for: Tuesday 24th October (12:00 – 13:00), Wednesday 1st November (12:00 – 13:00), Thursday 2nd November (12:00 – 13:00) and Wednesday 8th November (15:00 – 16:00) with further sessions available depending on demand.

Erasmus+ grants

- UK English Language Assistants eligible for Erasmus+ status can continue to apply as Erasmus+ students, a status which allows them academic recognition and a substantial fee waiver. They can expect to receive an Erasmus+ grant for the full duration of their 2018-19 placement as the UK Government will underwrite Erasmus+ agreements signed while the UK is still an EU member state, even if related payments continue beyond the point of the UK's EU exit date.
- Please liaise with your university Erasmus+ coordinator to keep informed of any planned changes to the scheme beyond 2018-19.
- The standard training agreement issued by the Erasmus+ team should be used by students. Any changes to the form may result in further issues with partner organisations/host institutions refusing to sign.

Students: considerations prior to applying

- The number of posts for each country varies from year to year and is fixed by our overseas partner agencies.
- Flexibility is a pre-requisite for the programme: although we aim to allocate successful candidates to one of their three area choices, this cannot be guaranteed. Applicants must be prepared to accept a post wherever they are allocated.
- For most countries, applicants are invited to select three area preferences. Please note that the area refers to the region in question and not to the city (although they may be of the same name, e.g. Valencia, Montpellier). Applicants should thoroughly research the available regions in advance of applying.
- The majority of applicants request to be placed in a large town or city and unfortunately it is not logistically possible to satisfy all requests. Applicants should keep in mind that many posts are in smaller towns.

- Candidates applying to **Canada, China, Senegal or Latin American countries** should ensure that they select this as their **first choice**.
- Candidates applying for posts in Canada, China or Latin American countries will be invited to further assessment via video interview as part of the selection procedure.
- Candidates for Canada, China, Senegal, Latin American countries or Switzerland who are unsuccessful may be offered the opportunity to transfer their application to a European country if they meet the eligibility requirements of the transfer country.
- Academic ability is not the only important factor; we look for candidates who show adaptability, flexibility and independence.
- Please stress to students that this is a job application. There are more people applying than we have posts. Candidates are expected to complete the application with as much care and attention as they would any other job application.
- It is not acceptable for a student to submit an application and then drop out because they are not happy with the location they are offered. Withdrawals may result in a school not hosting an Assistant in the future and therefore potentially damaging the programme for future generations, as well as relations with international partners.

Disabilities / medical conditions / mental health

- The declaration of disabilities or medical conditions is useful to us in making arrangements for participation. Please encourage all students to provide the relevant information in their application. This will not be used in any way as part of the assessment process, but to help us and our partners to find suitable posts for them as well as ensuring they have the appropriate support.
- It is not acceptable for applicants to wait until they receive their allocation details before declaring any additional support needs they may have. It is your student's decision if they wish to declare or not, but if applicants fail to declare something at time of application then we cannot guarantee we will be able to find a placement that meets their needs.

Insurance

- Students should be reminded to take out suitable insurance prior to their assistantship. We would recommend this in addition to any insurance provided by the university and in addition to an EHIC card for European destinations. We provide advice on our website:
<https://www.britishcouncil.org/language-assistants/become/what-next>

ICPC

- Please ensure candidates are aware that assistantships will not be confirmed until we have received and assessed their International Child Protection Certificate (ICPC). We will provide candidates with instructions on how to apply. They should not apply until instructed to do so. Candidates must not travel to the country of their posting until this process is complete.
- **Please be advised that in line with the British Council's Child Protection Policy and our approach to safeguarding children, if a candidate has any impending prosecutions or outstanding criminal proceedings for the offences outlined below or have ever been convicted of or received a caution, reprimand or warning for a sexual or violence related offence or any offence involving any type of harm (physical, emotional or sexual abuse) to a child or children, their application will not be accepted.**

- Please note that after submission of the application form if a candidate commits a criminal offence or is the subject of any criminal proceedings they must inform the British Council in writing as soon as possible as this could affect their application and may lead to their application being withdrawn if this is not disclosed.

COUNTRY SPECIFIC

Belgium

- There are around 7 posts available in Belgium each year.

Canada

- Posts in Canada are extremely rural and can be challenging due to extreme weather conditions. There are only two posts in cities.
- Shortlisted candidates will be invited to further assessment in the form of an online interview.
- There are around 30 posts available each year.

France

- In accordance with French government legislation, religious symbols are not allowed to be worn in French schools. Please ensure that students are aware of this in advance. We have added information to the relevant page of our website.
- In addition, if a candidate needs to take particular day/s as holiday for religious reasons, they/the tutor should contact us in advance. The French government issues a list of the days that can be taken as leave for religious observances and we can pass this on to them.
- Primary posts in France are on the decline.
- Candidates for France whose French B1 level is questioned on their application form are likely to be invited to a telephone language interview.

Senegal

- For 2018/19 there will be a small number of posts available in Senegalese schools which are administered by the French government. These will be in the cities of Dakar and St Louis. The exact number of posts is to be confirmed but there will likely be between 3-5 posts available in total. Assistants will receive a pre-departure briefing from British Council UK in June 2018 and an induction upon arrival to Dakar in late August/early September 2018 from British Council Senegal.
- Posts will run from early September 2018 until end of May 2019, with assistants working between 12 and 18 hours per week.
- By end of November we should be able to confirm final details including total number of posts available, salary, visa and health requirements, etc. Candidates who are considering applying for Senegal should not submit their final application until these details are made available on the website. We will contact tutors and year abroad coordinators when the website is updated.
- Only those candidates with at least a B2 level of French and evidence of being highly adaptable (e.g. living/working abroad experience) will be considered for a post. It would be an opportunity for



those students who have a high level of French, are highly motivated and reliable, and who might have a specific interest in Senegalese culture. All candidates who pass initial assessment will be invited to further assessment in spring 2018. They may also be required to undergo a French language test if their level is not clear in their application.

- As there will be a very limited number of posts available, the assessment process will be highly competitive. Candidates who are studying French and are keen to do an assistantship for their year abroad are encouraged to include France as their second or third choice country. Candidates who do not pass initial or further assessment will then be automatically transferred to France and so they should ensure they have also read the France country pages on our website before submitting an application.
- Candidates should do their own research into life and culture in Senegal before they apply and should be particularly aware of local laws and customs, religion in Senegal, climate, access to specialist healthcare, and other aspects of life which might specifically affect the candidate if they were to live there.
- Successful candidates will also be encouraged to learn some Wolof (the main first language in Senegal) before they arrive.

Switzerland

- The age limit for Switzerland has dropped from 21 to 20 (at start of post), so undergraduates are now able to apply.
- Candidates are encouraged to have teaching experience, or an interest in teaching as a career
- There are approximately 10 posts for French and 15 posts for German each year
- Demand for posts in Switzerland has gone down in recent years, so it is not as competitive as it previously was.
- Shortlisted candidates for Switzerland will not have to undertake the video interview.

Austria

- Short term posts, in either the first or second semester, will be available once again; please note that these are limited.
- First and second semester posts must be matched to make up a full placement, so flexibility regarding your semester preference means a higher chance of being successfully allocated.

Germany

- Candidates should be aware that the process is competitive.
- Short term posts, in the first semester [1 September – 28 February], will be available once again but these are limited.
- Priority is given to undergraduates, but graduates will be allocated from our waiting list until late summer.
- North Rhine Westphalia had the most posts last year, with competition extremely high for the large German cities. Posts in Berlin, Bremen, Munich and Hamburg are very limited. Candidates should consider this when making their choices.
- Preference for posts is split by geographical region within Germany rather than by individual Bundesland with the exception of Berlin which may be selected separately from the rest of the region.

Italy

- In 2017-18, we have around 60 English Language Assistants allocated to Italy. We anticipate a similar number of posts in Italy in 2018-19
- Some of the posts available in Italy are rural and in small communities.
- Posts in the Alto Adige region in Northern Italy are most suited to students studying both Italian and German, and they will be given priority over other candidates for these posts. Please ensure students are aware of this opportunity.
- It is important to note that we have exhausted our waiting list in the past few years.
- We encourage graduates and final year students to apply. However, given the limited number of posts available, priority will be given to undergraduates. Graduates and final year students should be advised that they will most likely be placed on a waiting list initially. If they are allocated, it will most likely be later in the summer.
- In the last three years there have been delays with payments to a small number of English Language Assistants in Italy. We have been working with the Ministry of Education in Italy to address the impact of this for the ELAs. They have assured us that administrative formalities have been changed so that payments should be made more quickly in the future. However it is important that applicants are prepared in case there continues to be delayed payments.
- We have provided pre-departure briefings for the past two years and will be doing so again in 2018/19.

Latin America (Argentina, Chile, Colombia, Ecuador and Mexico)

- Shortlisted candidates will be invited to further assessment in the form of a video interview
- Argentina: posts are for 6 months (March 2019 – September 2019). Dual language undergraduates will take priority and it should be noted that these posts are highly competitive. While we cannot guarantee the number of posts as this varies, for 2017-18 there were only 10 posts available. We expect this number to stay the same in 2018-19.
- Dual language students should state this on their application for Argentina so that applications can be treated as a priority.
- Candidates successful in gaining a post in Latin America will receive a safety briefing prior to departure.
- In the past, Latin America was classed as one country for administrative purposes and candidates were asked to rank the countries as area preferences. This year, as with last year, applicants will be able to apply directly for individual countries in Latin America and, where possible, be able to select area preferences in-country. If applicants wish to be considered for a post in any Latin America countries, they must select these countries as their first preferences over European countries.
- The team have received a number of requests to expand the programme across Latin America. Opportunities with Peru and Paraguay, as well as from the five countries in which we currently operate, are currently being explored. No changes are likely to be made for 2018-19 but we will keep you updated.

Spain

- There are two types of posting in Spain; Ministerio posts (funded by the Ministry of Education) and Comunidad posts (funded by the local Comunidad Autonoma). The conditions vary slightly between each (e.g. timing of information) which can sometime confuse assistants.
- Many regions of Spain (particularly Andalucía and Madrid) have large bilingual programmes, with school pupils required to take some subjects in the medium of English. Applicants should be prepared to assist not only in English classes, but also in classes such as maths, history, science, music or PE which are taught in English.



- Some posts are very rural, particularly in Cataluña, Galicia and País Vasco. There are also a number of posts in very touristic areas, particularly in the regions of Andalucía and Valencia. Candidates selecting these regions need to be realistic – not all can be in a large city or a historic/traditional area. Candidates need to research carefully and remember that Madrid and Valencia regional choice options refer to the Comunidad region, not the cities.
- Assistants who would prefer a posting to practice a particular language or dialect e.g. Catalan should clearly explain this in their application form as reasoning behind their regional choice. Whilst we cannot make any guarantees, this information will help the team when matching.
- Information about the exact location of posts will come directly from our partners in Spain over the summer period. Although most assistants receive this in June or July, applicants should be aware that they may not receive their school details until August or September and need to be prepared to be patient and flexible.

China – GRADUATES ONLY

- Shortlisted candidates will be invited to further assessment in the form of a video interview
- Candidates don't need to have any language skills, but they must have graduated by summer 2018.
- Candidates should be aware of the considerable cultural differences in China and research the contexts around Equal Opportunities and Diversity, particularly with regards to mental health and LGBTQ.
- The application and clearance processes will incur costs of up to £1500.
- Please encourage your students to check out the [China page](#) of our website and the [China 2018-19 Frequently Asked Questions](#).