English Language Assistant Scheme

Spain

Why should I choose Spain?

Spain is a modern, vibrant country. It's a tolerant, accepting society, with a multicultural population. There are excellent universities, museums and natural spaces. Its geography is amongst the most diverse in Europe – beaches, mountains, national parks and plains. There are big cosmopolitan cities and small towns and villages. Spain has a great transportation system and is well communicated with Ireland and the rest of Europe.

TERMS AND CONDITIONS

Every year there are approximately 120 posts in primary or secondary schools or in public language schools.

The programme welcomes applicants from any field. Participants need some knowledge of the language, but it's not required to be a student of Spanish. Candidates don't need a background in education. Teaching experience or training will be an asset.

Dates of appointment: 1 October – 31 May. In Madrid until the 30th June for the ELA in the regional quota.

Hours: 14-16 per week

Living allowance: approx. **€800-1000** per month, net value. Examples of living allowances depending on the Spanish autonomous region allocated are as follows:

- Comunidad Valenciana y Comunidad de Madrid: 16 hours/€1,000
- Extremadura and Galicia 16 hours/€935
- Region of Murcia, until 16 hours/€875 - €914,29,
- Las Islas Canarias: shared schools 14 hours/€820
- Castilla y León: 14-16 hours/€800-€935

Documents that the assistant will need if successful in competition (post selection process)

Documents to be applied for in Ireland:

- **A passport.**
  If you do not hold an Irish passport or an EU passport – It is the responsibility of the assistant to ensure that they have the right to live and work in the destination that they are applying for. If successful, the assistant may be required to obtain a visa to work in Spain.

- **Subject Access Request Form**

Successful assistants may be asked to provide a clearance document, which may prevent them from working with children or vulnerable persons. Successful assistants can request a Subject Access Request form F20 from An Garda Síochána and Data Protection – Garda. This is a record of a person's interactions with An Garda Síochána (or none).

- If assistants stay a second year at Spanish schools, they must ask for the sexual crime certificate from the Spanish Police.

Documents to be applied for in Spain:

Language assistants **must** apply for an **EU Registration Certificate** at the immigration office or police station in the province where they are going to live, according to EU regulations. The assistant can request an appointment in the Foreigners' Office or on the police station website before arriving to Spain.
The assistant will receive a verification code to confirm the appointment by email.
To request the compulsory EU Registration Certificate, it is necessary to pay a corresponding fee and provide the necessary documents.
ELAs can find this information in the Guide below:

- https://www.libreria.educacion.gob.es/libro/language-assistants-in-spain-guide-2024-2025_184416/

The certificate will have the following data:

- name, nationality, address, date of registration and Foreigner's Identification Number (NIE: Número de Identidad de Extranjero).

Another means of obtaining the Foreigners' Identification Number is for the assistant to go to their local police station or at an *Oficina de Extranjeros* (Foreigners' Office) on arrival to Spain. **Unfortunately, it is not possible to obtain a N.I.E. number via the Spanish Embassy in Ireland.**

Medical Coverage:

The assistant should have a European Health Insurance Card (EHIC). In the event that the assistant does not have one, and only if there is a just cause, the Ministry of Education and Vocational Training or the Autonomous Community of destination will sign an insurance policy that will provide health coverage.

Requirements:

- Age**:** 20 - 60 years old. Candidates who are 20 in 2025, at any time of the year, and who are no older than 60 during that year can apply.
- One year (60 ECTS credits) of university studies completed by the application deadline. (Minimum Level 7) and **Be enrolled in the second year**.
- Level of Spanish: Minimum of A2 on CEFR. The higher the level of Spanish the more points/merits awarded.
- Irish nationality, however, candidates from other EU countries will be considered, if they have completed the majority of their secondary school education in Ireland and are fluent in English or they present a C2 according to CEFR certificate in English.

- Irish passport holders who have completed secondary education overseas may be contacted at a later stage to assess their knowledge of Irish culture.

Travel Costs:

Travel expenses to Spain and back are not covered by the Scheme so must be paid by the Assistant.

What is the role of a Spanish ELA?

Assistants help and collaborate with Spanish teachers. They may be asked to assist mainly with English oral language in classes of other subjects delivered in English, and to participate in extra-curricular activities such as workshops, field trips, music/theatre performances or sports events. Assistants may split their collaborating time between two schools.

Where can I go in Spain?

There are posts available in all the Spanish autonomous regions (*Comunidades autónomas*), including the autonomous cities of Ceuta and Melilla in North Africa.

In Spain each region is governed autonomously, so assistants may receive the living allowance directly by the region they are allocated to or by the Ministry of Education. Because of this the Spanish authorities distinguish between: Regional quota (*cupo Comunidad Autónoma)* and Ministry quota (*cupo Ministerio),* which is no other than an indication of who is giving the living allowance to the assistants.

Positions offered:

Candidates are offered a position according to the points obtained when their application is revised by the selection panel. This means you may not get your first or even second choice. Despite the preferences in location indicated, candidates can be offered a position anywhere in Spain due to a lack of posts in the region or city they have chosen. Please do not tick a region you would not take up a position in if offered there.

It is important to bear in mind that the preferences in location marked on the application form are only an indication of where they would like to be placed. Efforts will be made to meet the applicants' preferences, **but their choices cannot be guaranteed**.

Types of schools:
On their application form candidates can indicate the type of school they would prefer to collaborate with. If living in a certain location is more important, and they do not mind the type of school, they can also indicate this.

Selection process:
In June candidates will be informed by the Department of Education (DoE) if they have obtained a position or if they have been placed on the waiting list. Candidates who are on the waiting list could still be offered a position at a later stage if anyone withdraws from the scheme so emails should be checked regularly (Spam email should also be checked).

Candidates are offered a position in the order they are placed on the waiting list. **NO applicant is guaranteed a placement. If applicants do get placed they are not guaranteed their first choice. The ELA Scheme is after all a competition and applications go through a selection process.**

- Accepting or declining a position:
  - When candidates are offered a position they have **ten days** to get back to the DoE to indicate if they accept or decline the post. If they fail to contact the DoE in this time their position will automatically be offered to someone on the waiting list.

- Information about the post:
  - In June or July candidates will be contacted by the Spanish authorities or directly by the school where they have been posted. Candidates must check their emails frequently and wait to be contacted. Spam files should also be checked regularly.
  - The Spanish Embassy Education Office - *Asesoría de Educación in Ireland* - will not be able to provide any information about the position if they are being offered a post in the Autonomous Community Quota (*cupo Comunidad*) or the Ministry quota (*Cupo Ministerio*) so candidates must wait to be contacted.

Any further information can be found here:
https://www.libreria.educacion.gob.es/libro/language-assistants-in-spain-guide-2024-2025_184416/

Will there be an induction course?
Yes, there will be a one/two-day induction course in Spain in October. This will include information on administrative procedures and provide training and offer ideas for the classroom.

For further information, visit the programme website:
https://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/profesorado/convocatorias-para-extranjeros/auxiliares-conversacion-extranjeros-espana.html

Suggestions:
It is recommended to read all the information about the scheme carefully and store a copy to revise it further on in the process and know what you are applying for before you accept a position. When offered a position, candidates may have doubts about basic things such as the start and end of it, how much their living allowance will be or how many hours they are going to collaborate. All this information is provided during the application process and should be taken into account before applying and later on before accepting a position.
For further information you can read the ELA Guide in:

https://www.libreria.educacion.gob.es/libro/language-assistants-in-spain-guide-2024-2025_184416/

The completed applications should be returned by email **in one single PDF** to **ELA@education.gov.ie** by **5.00pm closing date Thursday 13th March 2025.**