

CAPS (Conversation Assistant Programme for Schools)

is a programme designed for dynamic persons who have a minimum higher secondary level of education, and would like to spend a year in Spain experiencing a different culture whilst helping to teach English in different Spanish schools, with all their expenses covered.

The CAPS programme is from 27th September 2010 to 23rd June 2011

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With the collaboration of:
Fundació
Escola Cristiana
de Catalunya

If you are interested, please contact:

CAPS Spain

Conversation Assistant Programme for Schools

Course
2010-11

Living in a Spanish Family and helping in a school

WITH ALL YOUR
EXPENSES
COVERED

If you enroll in CAPS program you will get:

- ✓ A widening and professional experience for your CV.
- ✓ To learn the Spanish language and culture.
- ✓ Personal enrichment and the experience of living abroad.
- ✓ Being part of a school with host family support and a serious qualified organization.
- ✓ All the CA's expenses are covered (accommodation, food & transport to school) and they also receive a monthly grant of 100 €.

Spend an academic year in Spain as a conversation assistant in a Spanish Infant, Primary or Secondary School. Live with a Spanish family.

Candidates for the position will

Be 18 years-old or older.
Be educated to A-level or equivalent.
Have a dynamic and friendly personality, a desire to live in a foreign country and to work with children.

Program Description

The Conversation Assistant (CA) will be assigned to an infant, primary or secondary school (mostly infant and primary) in Spain and will assist with classes of children between the ages of 3 to 16.

The CA will be present in the school in accordance with the timetable provided. They will be helping in school a maximum 25 hrs/week distributed from Monday to Friday.

The CA will have the same holidays as the school.

The CA will be assigned a tutor from the school who will help with the CA's integration

and attend to any problems they may have within the school.

The CA will assist the teacher and their main role will be to improve the oral ability of the students. The CA may be given the following tasks under the supervision of the teacher:

- Conversation practice.
- Help in the language laboratory.
- Help in the audiovisual rooms.
- Help with oral exams.
- Explaining the culture of their own country.
- Encourage the students to speak.
- Play English games, readings.
- Help prepare displays, complementary material.

The following tasks are not the responsibility of the CA:

- Teaching or being responsible for groups of students unattended.
- Preparation or correction of exams, tests, readings or similar activities.
- Any pastoral or physical care of the students.

On a voluntary basis the CA can participate in extra curriculum activities such as sport and cultural visits.

Dates

The CA will begin in the school at the end of September 2010 and will finish on 23rd June 2011.

Payment

You will receive a quantity of 100 € a month in the form of a grant (accommodation, food and transport to and from the school are covered) which will be paid directly into your Spanish bank account.

Travel to and from Spain

The CA will have to organize their flight to Spain to arrive at least the day before the start of the program. At the end of the year the CA will make their own arrangement to return to the UK. The CA will have to cover the cost of flights at the beginning and end of the programme and for any holidays during the programme.

The Spanish School will:

Guidance

The school will designate a tutor from the school who will help the CA with their integration and teething problems that they might have, specially in the first weeks.

Accommodation

Provide the CA with a host family during their time in Spain details of which will be sent prior to arrival to Spain. The CA will have their own room and will be given breakfast and evening meal during the week and full board at weekends and on school holidays. The family will have at least one child studying at the school where the CA is placed and the CA will be helped with transport to and from the school. During the week, lunch will be provided at school.

The CA will:

- Attend the school and follow the timetable previously designed by the school.
- At all times behave in an appropriate, professional manner, particularly in the presence of children and at school.
- Open a bank account in Spain as soon as you arrive (with the help of your tutor). This will serve as the account where you will receive your monthly grant.
- You will need to obtain in England an European social security card which will give you medical cover once you are here in Spain.
- Have a tutorial the first month and then every term with the CA to assess their progress and help them with any problems they may have in Spain, related to the school or the family.
- Speak English at all times in their school.
- Be helped in learning Castilian.

Home to Home will:

- Communicate to the CA before they arrive their school details and family details here in Spain.
- Greet and meet the CA at the airport on their arrival.
- Help the CA to open a bank account near to the school.
- Help the CA to obtain their national identification number (NIE) once they are here in Spain.
- Have various tutorials between the CA and the school to monitor their progress and well being in Spain.
- Arrange insurance cover in Spain in the case of accident or death to the CA or caused by the CA to a third party.