



# Phoenix Au-Pairs

## CAPS - Conversation Assistant Programme Spain



### What is CAPS?

CAPS is a programme designed for young people who would like to spend a year in Spain helping in a Spanish School as an English Conversation Teaching Assistant. CAPS offers a fantastic opportunity to gain professional teaching experience in prestigious and well reputed schools in Spain. There are no costs for applicants who want to be involved with the programme, apart from the flight to and from Spain. Each assistant receives an allowance of 200€ (£165) a month in the form of a grant (bed and board are covered). A level of Spanish is not required nor having experience with children. If you pass the selection process (interview) you will embark on a great cultural exchange with the support of a professional organisation.

### Benefits Include:

- Professional teaching experience for your CV.
- Personal enrichment and the experience of living abroad.
- Being part of a school and community with the support of a host family.
- Learn a new language!

### As a CA (Conversation Assistant) you will also receive the following:

- A designated tutor at the school to help with the transition.
- Assistance opening a Spanish bank account, where you will receive your monthly allowance.
- An online Spanish and Catalan course to assist with your language learning.
- Travel insurance cover.

**CAPS Candidate Requirements:** The CA (Conversation Assistant) will have the following characteristics:

- English as native language. A minimum legal age of 18 years (to 27, assistants between 27 to 29 would be accepted for schools with this specific necessity)
- Preferably an A-level school leaver, university student or recent university graduate.
- Males and Females are accepted but there is a preference, for accommodation reasons to accept females.
- Vocation or desire to work with children. (Preference if the applicant has had previous experience working with children)
- A dynamic and friendly personality, open minded, easy-going, energetic.
- Love of children, ability to socialize and a desire to live in a foreign country.



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- Capacity to live with a family, accept family's requirements and be involved in family life
- The applicant should be conscious of all the different aspects the programme involves in order to avoid disappointment.

## What are the duties of a CA?

You will be assigned to an infant, primary, secondary or technical school. You will assist with classes of children between the ages of 3 and 16. You will assist 25 hours a week, Monday to Friday in agreement with a timetable provided by the school, you will have the same holidays as the students. You will help the teacher with duties that might include conversation practice, assisting in the language lab, audio-visual rooms, helping answer linguistic questions and support during oral exams. Some tasks may also involve reading, singing songs and playing English games. You may also be asked to assist with art and sports and to provide discussion of your own cultural history. The specific responsibility will be to help improve and stimulate the speaking ability of the students in English.

- Conversation practice
- Assisting in the language lab
- Assisting in the audio visual room
- Answering linguistic questions
- Support for oral examinations
- Reading, singing and playing English games
- Discussing the culture of your own country
- Any other duty required by the school in order to improve the speaking ability of the student.

**Payment:** For the above duties you will receive an allowance of 200€ / (£165) 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. The first month's allowance will be held as a deposit which you will receive when you complete the programme.

**Travel:** You will cover the cost of flights at the beginning and end of the programme and for any holidays during the programme.

## The CA will:

- Attend the school and follow the timetable as designed and provided by the school.
- At all times behave in an appropriate, professional manner, particularly in the presence of children and at school.
- Comply with the rules and timetable of the school and with the rules and social habits of the host family, accept family's requirements and be involved in family life.
- Organize the necessary paperwork before coming and open a bank account to receive a NIE in Spain (you will be provided with help from the host family/tutor). This will serve as the account the monthly grant is paid.



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- Speak English at all times in school and participate in the cultural exchange with the host family.
- Meet and contact on a regular basis with the programme organisation to assess and discuss progression on the programme.

## **The School will provide:**

- Guidance

The school will designate a tutor who will assist the CA with their integration and help with any problems that they might have, especially in the first few weeks.

- Accommodation

The CA will live with a host family during their time in Spain, family details will be sent prior to arrival in Spain. The CA will be provided with their own room and meals during the week including full board at weekends and during school holidays.

- Transport to/from school

Host families are linked with the school (they have at least one child studying at the school, or are part of the school staff). They don't receive payment to host the CAs. Families participate in the programme in order to have the experience of using the English language and to learn about your culture, this is why they are happy to collaborate with the programme and host you. This is why enthusiastic and active participation from the CA in all aspects of family life is very important.

## **How to apply**

Contact us now for more information and application form.



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