

# Bilingual Program UCETAM Application

## Academic year 2019-2020

Please complete the following sections: Personal Data and Questions for Native English Language Assistants.

### Personal Data

1. Last name: \_\_\_\_\_
2. First name: \_\_\_\_\_
3. Email address: \_\_\_\_\_
4. Sex: Male                  Female
5. Birth date (Day/Month/Year): \_\_\_\_\_
6. Country of birth: \_\_\_\_\_
7. State/province of birth: \_\_\_\_\_
8. Nationality: \_\_\_\_\_
9. Passport number: \_\_\_\_\_
10. NIE/DNI (if applicable): \_\_\_\_\_
11. NIE/DNI expiration date (Day/Month/Year): \_\_\_\_\_
12. Current address: \_\_\_\_\_
13. Current phone: \_\_\_\_\_
14. Emergency contact address: \_\_\_\_\_
15. Emergency contact phone: \_\_\_\_\_
16. Occupation: \_\_\_\_\_
17. Our schools are located within the Community of Madrid and our auxiliaries are assigned positions of 18 or 26 hours. If accepted to the program, we cannot guarantee that you will receive your preference. Please mark the hours you prefer:  
  
No preference                  26                  18
18. We offer placements from Infantil through Bachillerato. *We cannot guarantee hours or grades. We try our best to place English Language Assistants according to their preferences. Please do not apply to the program if you are not comfortable working with infants.*

Please underline the grades you prefer or no preference:

No preference      Infantil (nursery/preschool)      Primaria (elementary)

                                 Secundaria (middle school)                      Bachillerato (high school)

### **Questions for Native English Language Assistants (ELAs)**

*Before answering the following questions, please keep in mind:*

- Your role is that of a native English Language assistant.
- You will be assigned a coordinator in your school that speaks English and will be your contact person for any request or problem you may have during our program.
- You can lead the class if agreed upon by your coordinator– be proactive- be flexible – and you should not be left alone in the classroom.
- You should make sure you are respected in the classroom and you are not responsible for discipline issues. You should use classroom management techniques to gain respect within the classroom.
- You can only give your opinion, participation marks or an unofficial report regarding a student(s) and you are not responsible for official grades.
- We recommend that you plan in advance with your coordinator and/or head teacher(s) and that you also make proposals on how to conduct your lessons (i.e. work without a textbook, group/pair work, songs, games, debates, book reports, classroom presentations, theater, other fun activities, etc.). **Most importantly, your lessons should be taught in such a way that the students have fun while learning English. So plan fun lessons that are worthwhile to pay attention to and participating in!**
- You are expected to take the initiative in your classes and to introduce the students to relevant aspects of your culture (not only holidays and festivals), but also to new ways of learning (see aforementioned examples).
- You are a member of the staff and we recommend that you attend staff meetings for the grades of the classes that you teach.
- Punctuality and attendance are required of you just as they are expected of the staff. **If you will be absent or arrive late for any reason, you must bring a justificante upon your return** (letter justifying your absence or tardiness).
- You are required to attend all UCETAM English Language Assistant training sessions for 2019-2020.
- **UCETAM policy for resolving problems is as follows.** Any reason for lack of performance by the ELA that the ELA and the school cannot resolve internally should be submitted in writing to the UCETAM coordinator of the English

Language Assistant Program, Julie Maney, and the Director of the Bilingual Program UCETAM, José Manuel Caballero De Zulueta, when it occurs. The ELA must be notified by the school in all cases. Situations should not be allowed to persist until the point of conflict and reasons must be brought to the forefront in a timely fashion, otherwise they may not have any bearing. In the event that UCETAM issues a written warning, if after the second warning the situation has not been satisfactorily resolved according to the school's wishes, the scholarship will be canceled.

***Answer questions 1-21 and complete the Essay (250 words). Attach or add additional page(s) if needed.***

1. Is this your first time in Spain and what is your experience with the Spanish language? If you do speak Spanish what is your level of Spanish?
2. Why do you think our program needs Native English Language Assistants?
3. Tell me about your previous experience teaching and/or working with children and elaborate on your aforementioned grade preferences.
4. Describe some of the challenges you may face teaching preschool, primary, secondary, and bachillerato students.

5. What are the best ways to learn English as a foreign language?
  
6. What are some of the advantages and disadvantages of having a native Spanish teacher monitoring you in the classroom?
  
7. Describe how you will motivate your students to communicate in English.
  
8. How can you connect and get to know your students in the classroom and within the school?
  
9. Describe how you will take an active role in the classroom.

10. How will you get to know the teachers at your school? How can you initiate communication with the other teachers on a professional and social level?

11. It is your first day as a native assistant. How do you introduce yourself to the students in your Preschool classes? Primary classes? Secondary classes?

12. As you are giving your lesson, you see that the students do not understand you. What are the steps you will take?

13. Your class seems bored with your lesson. How do you pique their interest?

14. It is Cultural Week. What will you share and what activities will you do with grades: preschool, primary, secondary, and bachillerato?
15. You are teaching a conversational class to a group of 15 students in secondary. How do you encourage them to speak in English?
16. Do you think you can manage planning 18 or 26 class time hours per week? If so why?
17. Every time you try to do a fun activity with your students, they lose control and you are unable to continue the lesson. How do you solve this problem?
18. Your teacher monitor tells you that he or she cannot deviate from the textbook. You are frustrated because you have many ideas to share. What do you do?

19. You have your class schedule, 18 hours or 26 hours, how do you organize your time to plan your classes and what resources do you take advantage of to plan your weekly classes? Give 5 organization techniques and 5 resources that you could use?

20. Being proactive and initiating communication within a busy school environment is very important. Why?

21. Spain is a wonderful country and immersing yourself in the Spanish culture is a must. There are many holidays to take advantage of by traveling within Spain and throughout Europe, but only during weekends and official school holidays. Just so you know, there are many school holidays. ☺ Please explain why you are more enthusiastic about being an English Language Assistant than just taking advantage of this opportunity to travel and live in a new country?

ESSAY: (250 words)

Within UCETAM's program, the English Language Assistants have the ability and responsibility to positively shape their students through teaching English. Being an ELA is a very important scholarship position that should be taken seriously because you influence students' lives for the better. Explain how you as an ELA can positively impact students' lives, their future careers and future opportunities?