

Bilingual Program UCETAM Application

Academic year 2020-2021

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 2020-2021.
- **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

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?