

## ANEXO IX

### CONSEJOS ÚTILES EN INGLÉS PARA LOS PRIMEROS DÍAS DE ESTANCIA DEL/DE LA AUXILIAR

*Este documento es un listado con más consejos útiles para los Auxiliares, pero ahora centrados en los primeros días de su estancia en nuestro centro educativo.*

Here you are at last. These first few days after your arrival are really important as you will get the first impressions of our towns, schools, students, teachers, etc. This is both exciting and challenging at the same time. Now is a time full of information, new people, different places, maybe strange habits, swinging moods and so on. Allow yourself some time to see and understand what is going on around you and to finally adjust, if necessary, to find your place among us. To make things easier we have collected a few useful tips for you to keep in mind from the very beginning:

- Remember that the **Bilingual Coordinator** is the person monitoring your stay, timetable, official documents, welfare, etc. Any important circumstance should be addressed to them. Try to know their timetable and contact information so you can locate them, should you need it.
- Apart from the coordinator you may want to have another “**mentor**”, so find someone from the Foreign Language Department that you would like to learn from.
- Have a **positive and assertive attitude** as loads of new things are going to happen to you.
- Try to **be talkative**. Spanish people love chatting and you are also somehow expected to, after all, this one of the best ways to learn a language.
- Prepare yourself for some **legwork and paperwork** (getting your NIE, opening a bank account, getting Internet access, renting a flat, etc.) But remember, once done, never bother again!!
- No doubt, one of the hardest but most important things will be finding a **place to live**. Thus talk to teachers from your school and ask for suggestions, prices, places or sharing. They surely know best. You may start with something temporary until you really decide where to settle down.
- Get to know well your **neighbourhood** and look for convenient places for shopping, banking, doing sport, having a drink, meeting friends, etc. A visit to the local Tourist Information Center will do certainly good.
- Get to know **important people** as soon as possible (Principal, Bilingual Coordinator, Head of Department, bilingual teachers, etc.)
- Ask for some **observation lessons** (for different subjects) before plunging. Check how lessons are developed, activities carried out, classrooms managed, etc. Take notes, compare with your own experience, discuss aspects later on, etc.

- Study the **school floor plan** (especially if it is a big one). There is nothing worse than not knowing where you are heading, where the toilets are or where the language department is in a hall full of students looking at you.
- Get to know your **students**, the sooner you master their names the better. Always treat **students** with respect and beware in Secondary Education where the age gap between you and the students is narrower and they will tend to see you more like a friend than a teacher.
- Locate where to find **departmental resources** - teacher's books, supplementary books, flashcards, scissors, card, glue, CD players, digital projectors, DVD players, a stapler, computers, scanners, printers, etc.
- Get the hang of **technical equipment** as soon as possible; turn them into your best allies.
- Always ask teachers in advance **WHAT** they expect from you for the lessons with the students. Try to make teachers plan your work with some advance (suggest working a few weeks ahead). It's best for everybody.
- Ask all the teachers you are going to work with to provide you with a **copy of the book they are using, the topics to be dealt with, the expected timing**, etc. This way you will know what the students are doing right now, what is to come, etc.
- You may want to keep a **portfolio** of the different activities or materials you have used.
- Some language assistants also find interesting keeping a **teacher diary** about their doings.
- If you are going to be **absent from school** for any important reason let somebody know in advance. Language assistants that fail to do this give a very poor image of themselves.
- You can use the **school library** to borrow some books, DVDs, etc., for your own interest. There are usually also national and local newspapers in the teachers' room. If not, try the local library. All this can help boost your Spanish a lot and these resources are free of charge!!
- Build a **link of relations**:
  - **In the school** with other teachers you feel close to because of age, interests, etc.
  - **Out of school** with other language assistants from neighbouring schools. This is particularly helpful at the beginning, later on you may try to expand with the locals.
- The **first weekends** are the hardest ones as you will probably be on your own. Plan with other language assistants or teachers some activities for those days.
- Always **ask** if in doubt. Nobody can expect you to do what you do not know.

- Beware of some rollercoaster effect on your **emotions**. Some days you will be over the moon while others you will feel quite down for no certain reason. It is perfectly normal to feel this way when out of your habitual surroundings and loved ones.
- Finally, remember that you belong to **a program, a network** working together in and out of your host school. You are not alone here, pull the right ropes and someone friendly will come around.

**ENJOY YOUR STAY HERE!!**