



USEFUL INFORMATION FOR SPEAKING ASSISTANTS IN

CEIP COCA DE LA PIÑERA (UTRERA)

1. *Program:* you will be teaching in CLIL (content and language integrated learning) classes, which is essentially that you will be teaching Natural Science and Social Science in English. You will also be giving some classes of English as a Foreign Language. Also, I must insist that at school you speak with all the teachers in the bilingual team in English.
2. *Timetable:* you will be working 4 days a week (Monday to Thursday or Tuesday to Friday), 3 hours per day (9am to 12pm). Each class you give will be 45mins long. You will not be alone in the class, the main teacher will be with you, but you will be in charge of giving the class and preparing it. Any material that you might need, please ask the bilingual coordinator in advance (at least 2 days). You won't have to prepare anything for your English classes because they will be working in Interactive Groups (we will explain this methodology when you arrive). The teacher will give you the lesson plans for these classes. Your timetable is at the end of this document.
3. *Classes:* you will work with all Primary classes, from Year 1 (6 year-olds) to Year 6 (12 year-olds). In our school, each level has 2 classes (Year 1A, Year 1B). You will be giving Science classes in English, always assisted by the main Science teacher of each class. The idea is that you reinforce in English what the teacher works on during the week with the kids. On the last page of this document you have the content plan for your classes. There are two Science subjects.
Since classes are only 45mins long, you will be teaching 18 periods of 45mins. This means you will be repeating with some classes. These will be given to the higher levels (Year 6 and Year 5). We have thought it best that you give these periods in the subject of English as a Foreign Language. So in Years 5 and 6 you will be giving one class of Science and one class of English.
4. *Resources:* in the bilingual classroom (Aula 9) there are many flashcards and other didactic resources you can use. You will also be given a code for the photocopying machine. If you believe that you will be using material from this classroom often, you can get a key for it (it should be locked most of the time). When you take material from this room, please note it down on the sheet for this purpose. All classrooms have an Interactive Whiteboard and Internet (although the connection speed is not very good).
5. *Materials:* some assistants have used lots of bingo games, and things they found online. Some prepare PowerPoint presentations, so if students are learning about the environment, you could prepare something to show what the countryside is



like in the UK/USA, or if they are learning about animals, you could prepare something about typical animals,... If it is too similar to Spain, you could prepare info about other English-speaking countries Australia,... The idea is that you bring English cultural, life... closer to students.

6. *Meetings*: apart from your classes, you will have to attend at least 1 meeting each term. These meetings will be on a Tuesday afternoon (1 hour between 4pm and 8pm):
 - a. On one of the first Tuesdays that you start at school (around the 4th or 12th of October)
 - b. At the beginning of the 2nd term (around the 10th or 17th of January)
 - c. At the beginning of the 3rd term (after Easter break).
 - d. If it's possible, we will have another meeting in May, before you leave.

You will also have to attend an Orientation Meeting on the first days of October in Seville. You will probably receive an email from the program. It will also be posted on the program's blog (find the link in point 8).

7. *School calendar*:

- a. The first term finishes on the 23rd of December. We have, at least, the following bank holidays: 12th October, 31st October and 1st November, 6th of December and 8th of December.
 - b. The second term start on the 9th of January and finishes on the 7th of April. The bank holidays for that term are the 27th and 28th of February.
 - c. The third term starts on the 17th of April and you end, for you, on the 31st of May, and the 1st of May is bank holiday.
 - d. We also have 4 more days of bank holidays, but the local authorities choose those days and we don't know which days they are until October.
8. On the following website you can find information about the *program* <http://blogsaverros.juntadeandalucia.es/auxiliaresconversacionsevilla/>
 9. The school's website is <http://ceipcoca.webnode.es/>
 10. The website for *trains* to and from Utrera is <http://www.renfe.com/viajeros/cercanias/sevilla/index.html>
 11. The website for Seville's *metro/tube* is (we only have 1 line): <http://www.metro-sevilla.es/es>
 12. The website for *buses* in Seville is <http://www.tussam.es/>
 13. The website for the *bus* from Seville to Utrera is <http://www.autocarescasal.com/pdf-lineas/M-221.pdf>
 14. Some websites for *renting flats* are:
 - a. www.milanuncios.es
 - b. www.idealista.com/



15. When you arrive, the coordinator will give you a *map* of Seville and a map of Utrera. At the end of this document you will find a map of the school (so you know where your classes are during the first days).
16. *Phone companies and Internet*: the main phone companies are Vodafone, Movistar, Orange and Jazztel. Other cheaper companies are Yoigo, Lowi, Simyo. Vodafone has eliminated roaming in European Union, USA, Iceland, Norway, Liechesntein, Switzerland, Albania and Turkey, meaning that if you travel to any of these countries, you can call Spain, or any of these countries using the same rate you have in Spain.
17. Some information on *supermarkets*:
- Cheap ones are: Lidl, Aldi, Mercadona, Día.
 - More expensive, but you can find gourmet products: El Corte Inglés, MAS.
18. *Bank account*: you will have to open a bank account in a Spanish bank in order to cash you paycheck. Some of the biggest banks are La Caixa, Santander. ING is an Internet based bank. To be able to open a bank account you will need:
- a document that proves that you are living in Spain (lease contract, for example).
 - ID document (passport, for example)
- Some banks, like La Caixa, let you open your account online, and you might not be asked for proof of address.
19. *Medical care*: you will get all the information you need on this issue during the Orientation Meeting that you will have from the program on the first days of October.
20. *Utrera*: it's quite a big city (50000 inhabitants). It's got all kind of facilities, night life... Some speaking assistants have lived in Seville, and travelled to school every day; others lived in Utrera, giving private classes here to make some extra money. You can also give private classes in Seville, although it'll be much easier to find students around our school.



CONVERSATION ASSISTANT'S TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
9.00-9.45				
9.45-10.30				
10.30-11.15				
11.15-12.00				



CONTENTS FOR NATURAL SCIENCE (CNA) AND SOCIAL SCIENCE (CSO)

TERM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
FIRST TERM	EL COLEGIO CSO Starter Unit Me gusta el colegio CNA Starter Unit Preparo la mochila	VAMOS AL ZOO CNA Unit 1 ¡Cuántos seres vivos! CNA Unit 2 Somos naturaleza	LOS SERES VIVOS CNA Unit 1 Un mundo de animales (resumido) CNA Unit 2 Los vertebrados	EL MUNDO EN EL QUE VIVIMOS CNA Unit 1 Las plantas CNA Unit 2 Muchos reinos comparten el reino	LOS SERES VIVOS CSO Unit 1 Del Universo a la Tierra CNA Unit 1 Las plantas CSO Unit 2 El clima CNA Unit 2 Los ecosistemas	LOS SERES VIVOS CNA Unit 1 Los seres vivos CNA Unit 4 La salud, un bien común
	MI ENTORNO Y YO CNA Unit 1 Así soy yo CSO Unit 1 Mi entorno	EL UNIVERSO CSO Unit 1 Un paseo por el espacio CSO Unit 2 Un mundo de paisajes	EL MUNDO QUE NOS RODEA CSO Unit 1 Un lugar en el universo CSO Unit 2 La Tierra, un planeta diferente (resumido)	EL MUNDO EN EL QUE VIVIMOS CSO Unit 1 El tiempo y el clima CSO Unit 2 El agua y las rocas	EL MUNDO QUE NOS RODEA CSO Unit 1 Los paisajes de España CSO Unit 2 Los paisajes de Europa	
	MI CASA CSO Unit 2 Hogar, dulce hogar. CNA Unit 2 Voy a la compra					
SECOND TERM	LA NATURALEZA CNA Unit 3 Un paseo por la naturaleza CSO Unit 4 Así es mi mundo CNA Unit 4 Un mundo de animales CSO Unit 3 ¿Qué tiempo hace hoy?	EL CUERPO HUMANO CNA Unit 3 Excursión al cuerpo humano CNA Unit 4 La salud es lo primero	EL SER HUMANO Y LA SALUD CNA Unit 3 Tu cuerpo crece CSO Unit 4 Juntos vivimos mejor CSO Unit 3 Los paisajes (resumido)	EL SER HUMANO Y LA SALUD CNA Unit 3 Tu cuerpo crece CSO Unit 4 Juntos vivimos mejor CSO Unit 3 Los paisajes (resumido)	VIVIR EN SOCIEDAD CSO Unit 3 Somos ciudadanos CSO Unit 4 La ciudadanía europea	EL SER HUMANO Y LA SOCIEDAD CNA Unit 2 La nutrición CNA Unit 3 La reproducción CSO Unit 5 Los sectores económicos CSO Unit 6 El dinero y el consumo
		NUESTRA SOCIEDAD CSO Unit 4 ¿En el pueblo o en la ciudad? CSO Unit 5 ¡Cuántos trabajos!			MATERIA Y ENERGÍA CNA Unit 4 La materia y los materiales CNA Unit 5 La energía	
THIRD TERM	LA MÁQUINA DEL TIEMPO CSO Unit 6 Un viaje por el tiempo CNA Unit 6 Las máquinas nos ayudan CSO Unit 5 Ayer, hoy, mañana CNA Unit 5 Cuántos materiales	LAS HUELLAS DEL TIEMPO CNA Unit 6 Avanzamos con la tecnología CSO Unit 6 Cuéntame una historia	LAS HUELLAS DEL TIEMPO CSO Unit 5 El tiempo pasa CNA Unit 6 Las máquinas	LAS HUELLAS DEL TIEMPO CSO Unit 5 La Prehistoria CNA Unit 6 Las máquinas	LAS HUELLAS DEL TIEMPO CSO Unit 5 La Edad Media CSO Unit 6 La Edad Moderna	LA TECNOLOGÍA CNA Unit 6 Electricidad y magnetismo
					LA TECNOLOGÍA: OBJETOS Y MÁQUINAS. CNA Unit 6 Estructuras y máquinas	LAS HUELLAS DEL TIEMPO CSO Unit 3 Los inicios de la Edad Contemporánea CSO Unit 4 Nuestra historia reciente



YEAR 2016/17

GROUND FLOOR

BIBLIOTECA

1º A Preprimary

1º B Preprimary

AULA 0

AULA 01

AULA 02

FIRST FLOOR

2ºB Preprimary AULA 11	2ºA Preprimary AULA 10	P. BILINGÜE AULA 9	P.T. AULA 8	P.T. AULA 7	MÚSICA AULA 6	
3ºA Preprimary AULA 1	3ºB Preprimary AULA 2	Year 2º A AULA 3	Year 2ºB AULA 4	A.L. 5 A	APO 5 B	APOYO 5 C

SECOND FLOOR

Year 3º B AULA 21	Year 5º A AULA 20	Year 5º A AULA 19	Year 4º B AULA 18	Year 4º A AULA 17
Year 1º B AULA 12	Year 1º A AULA 13	Year 5º B AULA 14	Year 6º B AULA 15	Year 6º A AULA 16