

GUIDELINES FOR LANGUAGE ASSISTANTS IN ITALY



Becoming a language assistant in Italy is an experience of growth and vocational training in the school context. The dialogue and exchange with students favours, on one side, foreign language learning and, on the other, reinforces the shared values of European culture.



1

GETTING STARTED

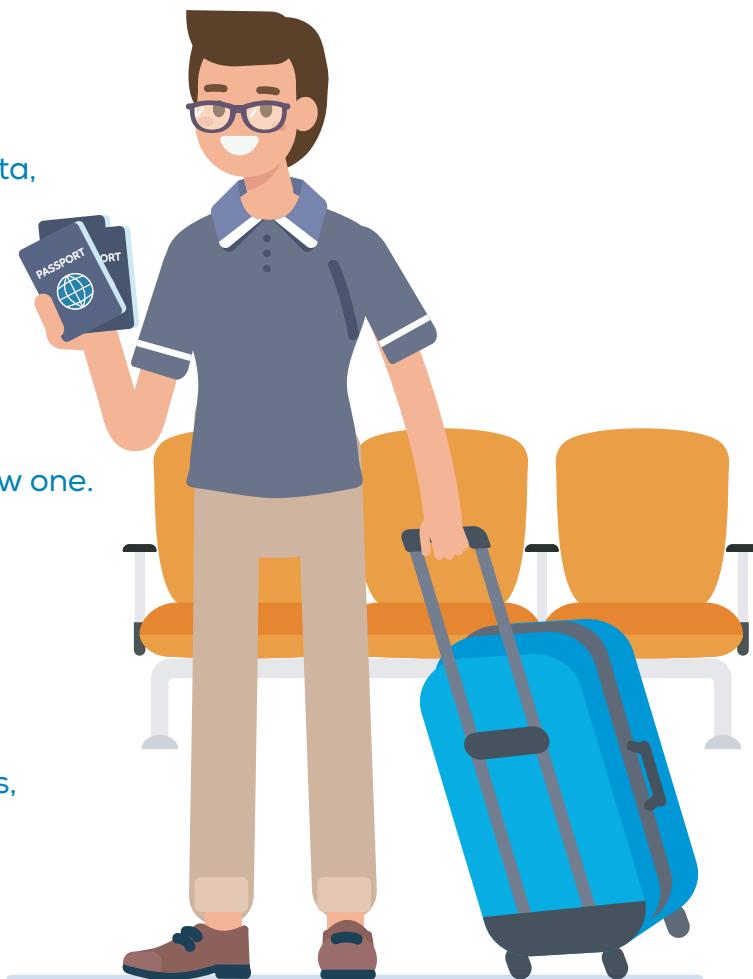
HOW TO FILL THE FORM

If you have received your nomination letter, with your school placement data, follow the next steps:

- 1) Print the last page of the letter and fill in your personal data
- 2) Sign the nomination letter by hand or certified electronic signature. Incomplete or incorrect forms will not be accepted and assistants will need to fill a new one.
- 3) Scan the last page of the letter and send it to assistentilingue@istruzione.it

PLACEMENT ALLOCATION

Your placement was chosen based on the schools' availabilities during bilateral meetings between Countries, therefore it can't be changed during the school year or before the start of your service.



2

FIRST CONTACTS WITH THE SCHOOL

After having received and signed the nomination letter, you can contact the school and your tutor, bearing in mind that schools are closed in July and August and teachers may not reply during that time.

However, you can contact the school offices that manage the programme and receive general information.

SUPPORTING DOCUMENTS FOR THE SCHOOLS

When you start your service in the school, please bring:

- Your nomination letter (original copy)
- A valid ID
- Your European Health Insurance Card (EHIC)

When you arrive in Italy, you also need to request the following documents:

- Italian Fiscal Code*
- Registry application: you can get this paper at the Town hall by showing the Italian fiscal code, a valid ID, a housing declaration (the address must be in Italy), the nomination letter received by the Italian Ministry of Education (original copy) and your EHIC.

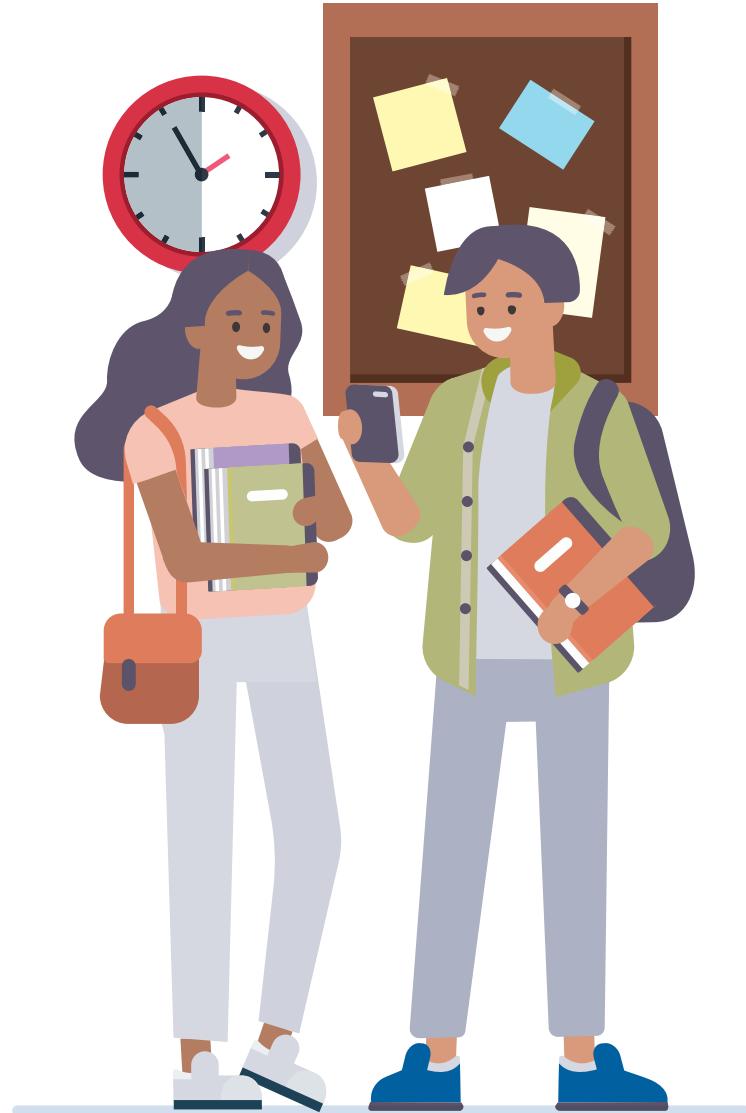
** The Fiscal Code is a 16-ciphers alphanumeric personal code, that can be requested at any office of Agenzia delle Entrate (Revenue and Customs Agency)*



3

WORKING HOURS

An assistant works for a total of 12 hours per week. When they have been allocated to more than one school, their weekly hours will be arranged in order to avoid overlapping and allow traveling to and back from the school. At school, assistants need to behave professionally, showcasing motivation and cooperating with colleagues. The assistant needs to abide by normal work hours and demonstrate diligence and reliability.



4

ABSENCES

Absences due to health or family reasons, or to take exams, even if justified, cannot exceed 30 total days during the school year (even when the absences are made up for).

In case of early conclusion of the service before the end of the school year, or in case of delayed start of the service (for any reason), the number of absences allowed will be reduced proportionally.

Hours of service that are lost for reasons that go beyond the assistants' will (strikes, assemblies, school trips, climatic or health emergencies, etc.), if they are not pre-emptively agreed with the assistants, will not be made up for.

Absences exceeding the aforesaid limits and unjustified absences will entail a proportional reduction of the monthly payment.



5

TEACHING MATERIAL

All activities and material that the assistant proposes need to be always approved by the teacher, who will consider their coherence with the students' age, education programme and goals to achieve.

It is illegal to leave the class to the assistant autonomously and, in case of school trips, it is illegal to assign the assistant as the only guide or as a substitute of a teacher.



6

RELATIONSHIP WITH TEACHERS

The tutor teacher, in case of school transfer or prolonged absences, has to be substituted. During his or her service, the assistant can cooperate with no more than four teachers and no less than two.

The assistant cannot in any case work in class with a lector or a foreign teacher. On this matter, schools need to limit the assistant's service solely to the classes where there are no lectors.

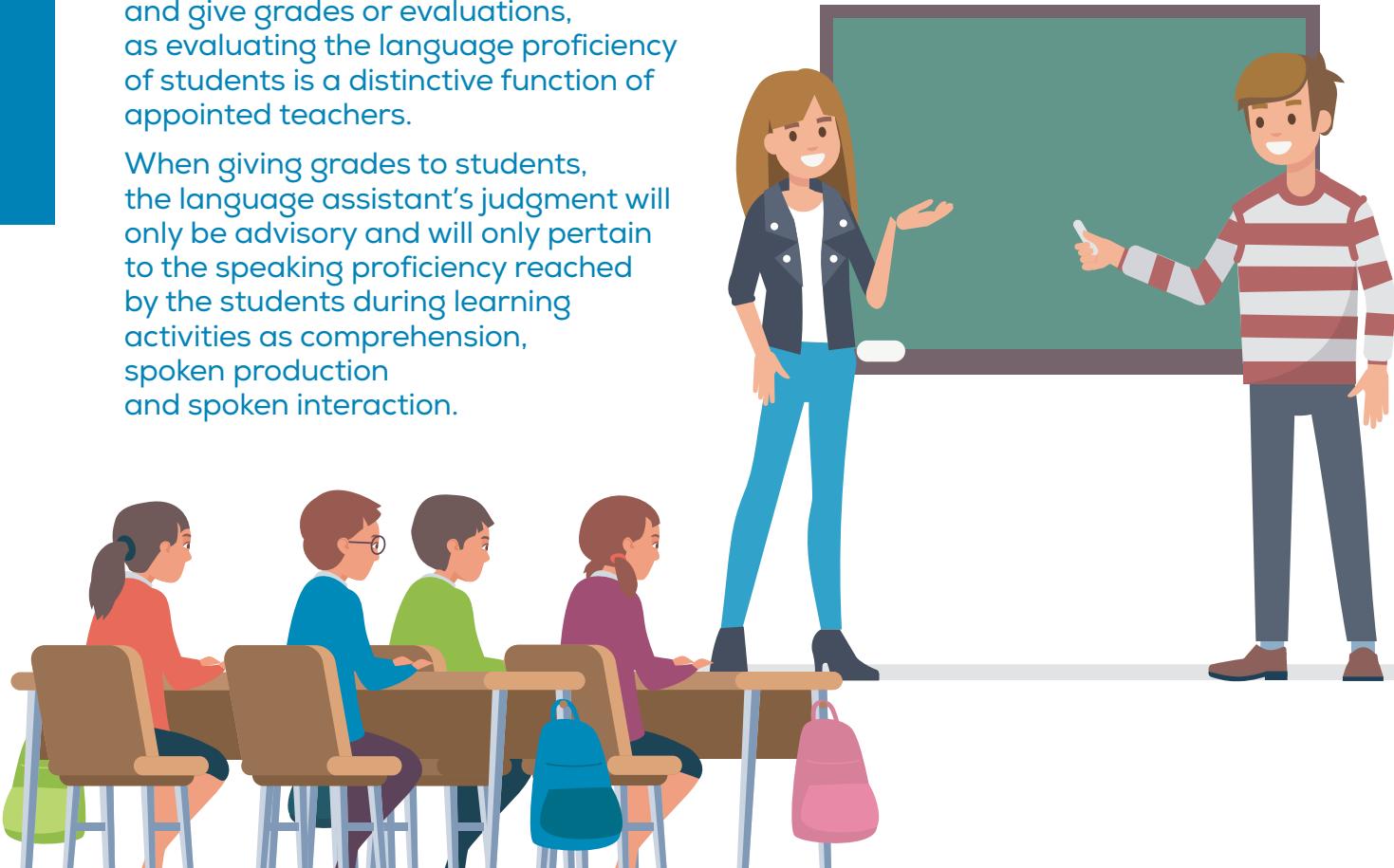


7

SCHOOL LIFE AND GRADING

Language assistants don't have to take part into collegial activities, check exams and give grades or evaluations, as evaluating the language proficiency of students is a distinctive function of appointed teachers.

When giving grades to students, the language assistant's judgment will only be advisory and will only pertain to the speaking proficiency reached by the students during learning activities as comprehension, spoken production and spoken interaction.

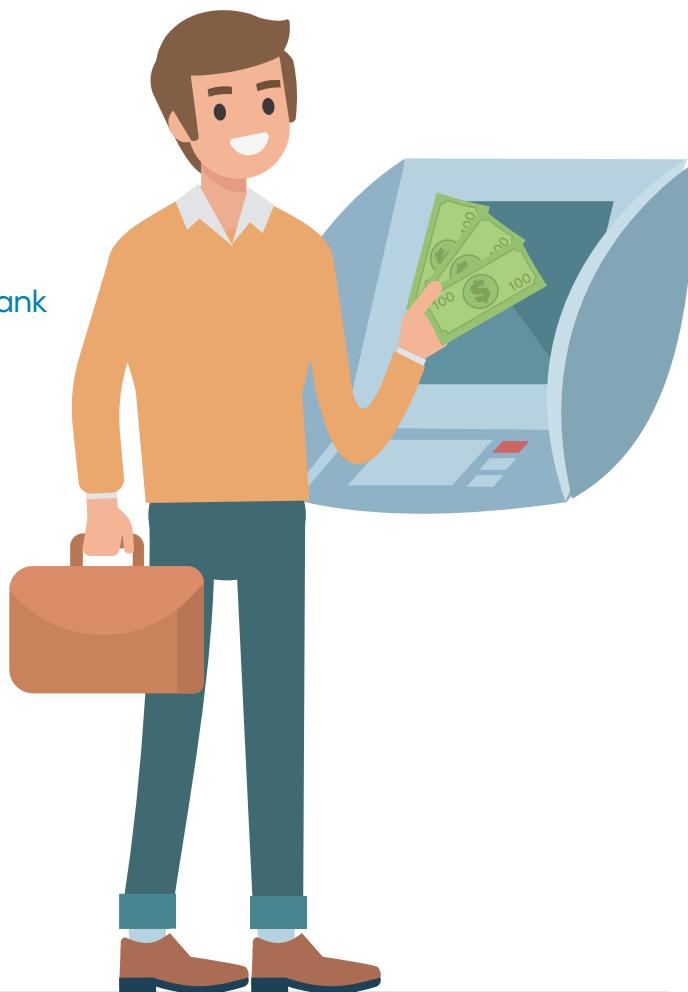


8

PAYMENT

The assistant has to receive his monthly bursary no later than the 5th day of the following month. In case of delays, the assistant has to contact both the school's administrative office and Indire Language Assistant office

It is strongly advised to open an Italian bank account or get a prepaid card in order to make it easier for the school to transfer money.



9

HEALTH INSURANCE

The school has to provide health insurance for the assistant no later than three months after the start of the service.

The insurance, paid by the school, has to ensure an adequate coverage

In case of hospitalisation, specialistic medical care, for an indicative sum ranging from 400.00 to 1000.00 euros.

Alternatively, the assistant may show an insurance that is valid in Italy and ask for a reimbursement from the school (up to a total of 500.00 euros).



10

ADDITIONAL SERVICES

If the school has indicated additional services as meal allowance, accommodation or transport fee waiver, the assistant can benefit from such services. Moreover, the tutor teacher can assist the assistant in bureaucratic procedures at their arrival, as, for instance, requesting the fiscal code, applying at the registry and opening a bank account.



11

INDUCTION MEETING

During September/October, assistants will have the opportunity to take part in an introductory event organized by INDIRE in cooperation with the Italian Ministry of Education. During this event, assistants will be able to:

1. meet other assistants who will work in Italy;
2. receive practical information from their Countries' Embassy representatives and from the managers of Language Assistant Programme;
3. follow practical workshops, held by expert teachers, on pedagogy and language teaching methodology.



12

WITHDRAWALS AND RESIGNATIONS

Assistants who wish to withdraw from their post need to notify their school, explaining their decision, and agree on a date to end their service. Moreover, assistants need to advise their own Country representatives and Indire Language Assistants Office.

Then, the assistant has to fill a withdrawal form and send it to both the school and the Language Assistants Office.



LANGUAGE ASSISTANTS IN ITALY



For further information, contact the Language Assistants Office:

assistentilingue@istruzione.it

Tel. 055 2380713/756

www.indire.it/progetto/assistenti-di-lingua

**IND
IRE** ISTITUTO
NAZIONALE
DOCUMENTAZIONE
INNOVAZIONE
RICERCA EDUCATIVA

Via Michelangiolo Buonarroti, 10
50122 Firenze
www.indire.it

