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.

← ✈ DEPARTURES
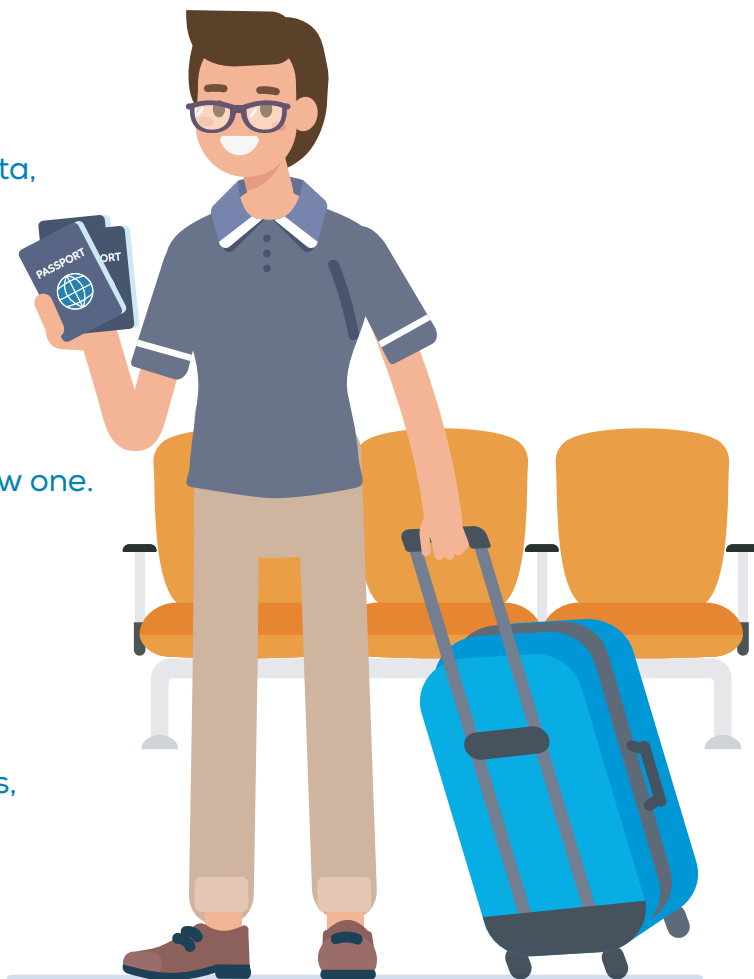
2

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.

The hours of service not provided when the school activities are suspended for ordinary or extraordinary reasons will not be made up for and should not be counted as absences of the assistant.

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

I'LL BE RIGHT BACK

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.

The assistant can also work with teachers of non-linguistic subjects with which they are experimenting CLIL methodology (i.e. Maths, Technology, Art, etc...)

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.
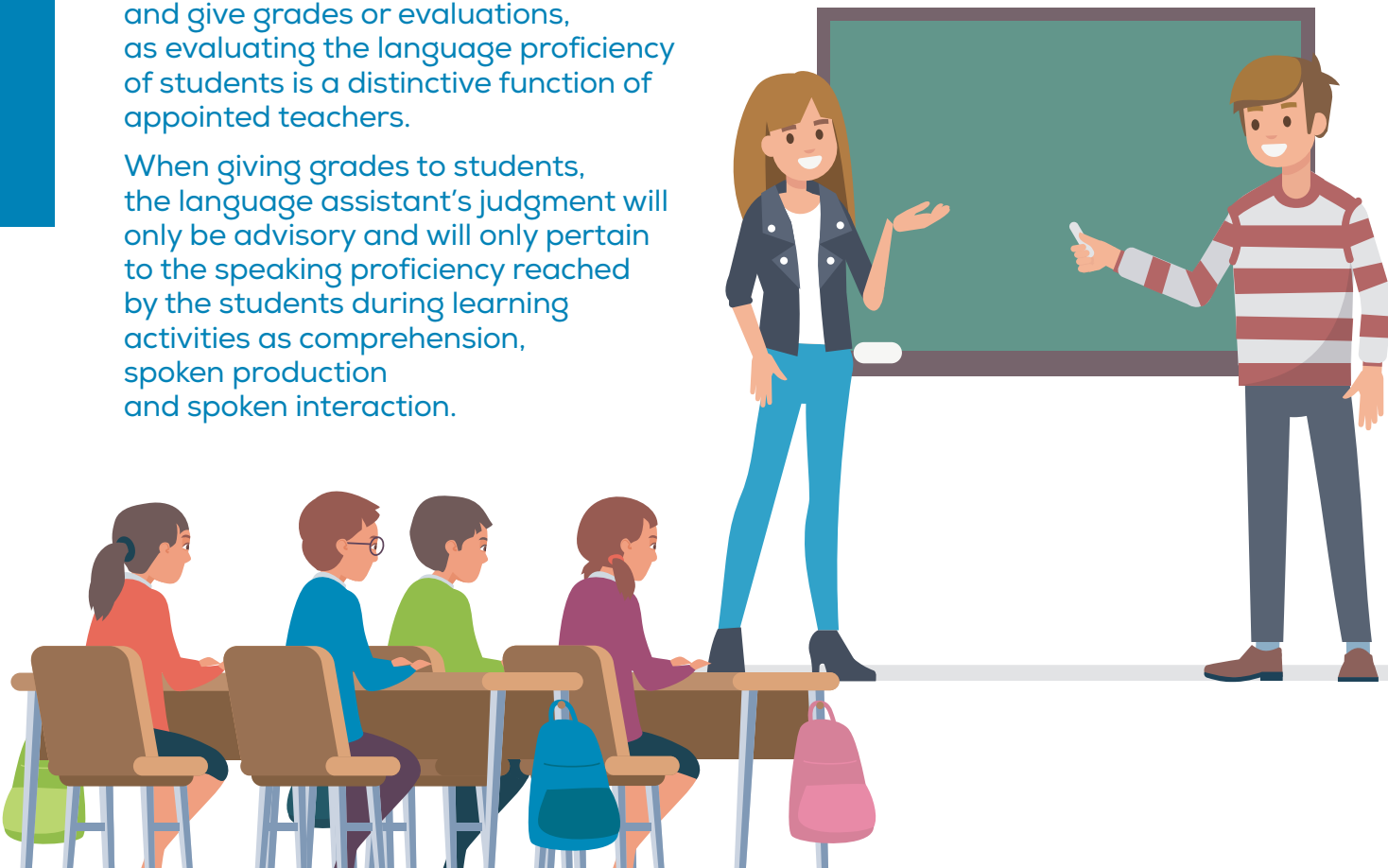
8

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.
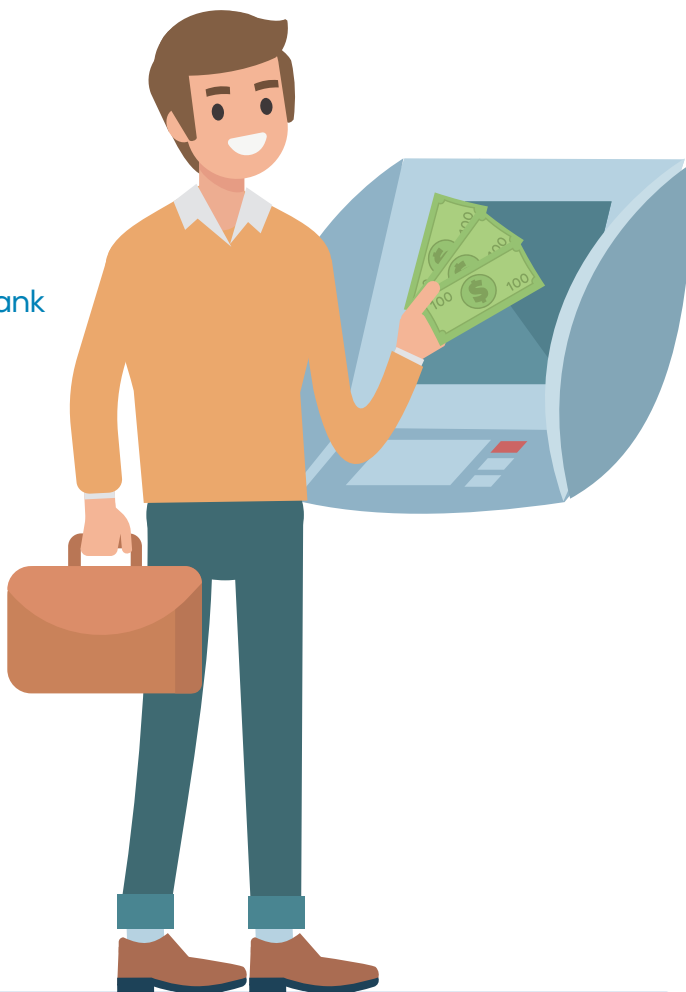
9

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).
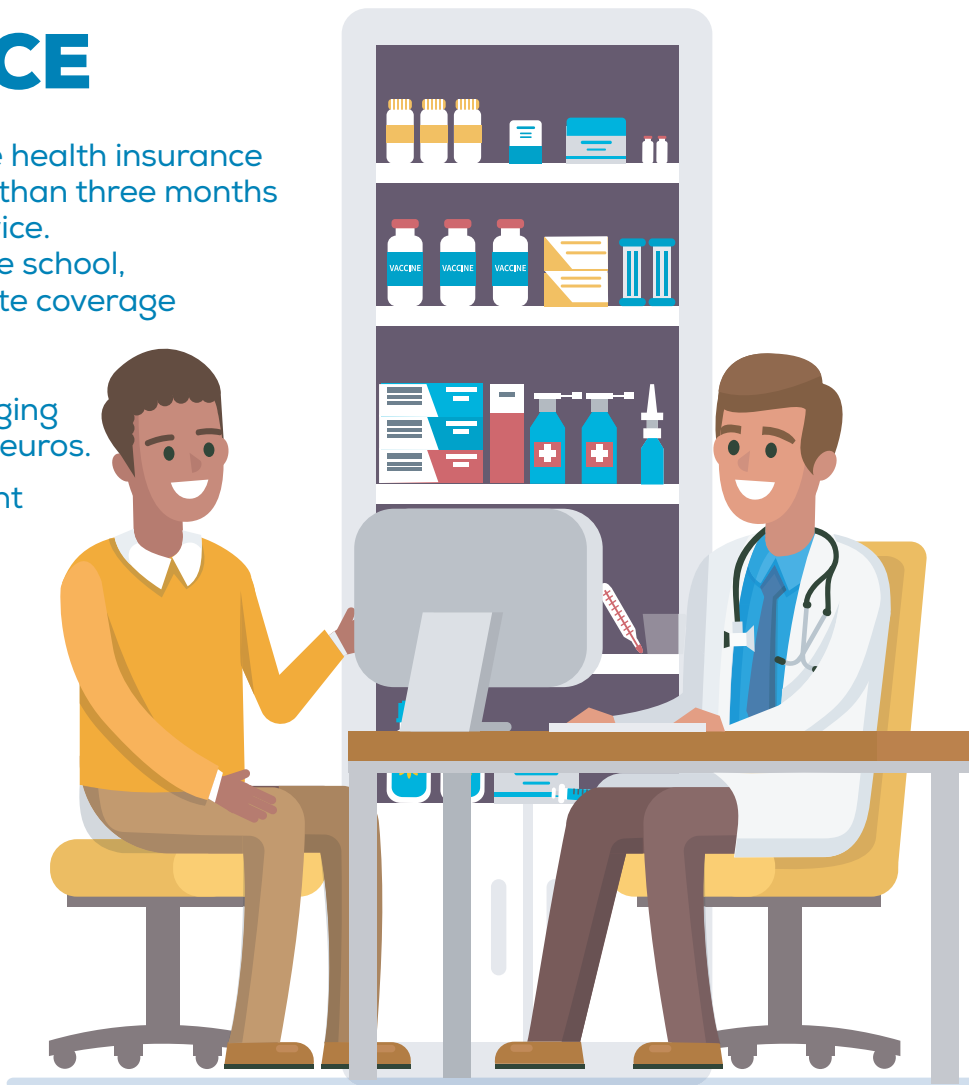
10

COVID-19 EMERGENCY

In case of an unexpected closure or missed reopening
of the School due to the CoVid-19 emergency,
the service will be online in cooperation with
the school teachers.
The monthly bursary will be guaranteed,
without suspending the contract.
The language assistant's contribution
working online represents a precious resource
for online learning and a support
for the teachers.
The assistant will work together with
the teacher contributing to online teaching,
through devices that allow communication
and exchange with the students,
so as to give continuity to the educational
course. The school will provide
the assistants will all the information
on the measures to adopt in regards
to the start of school, following the current
regional and national dispositions.
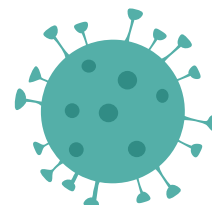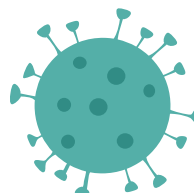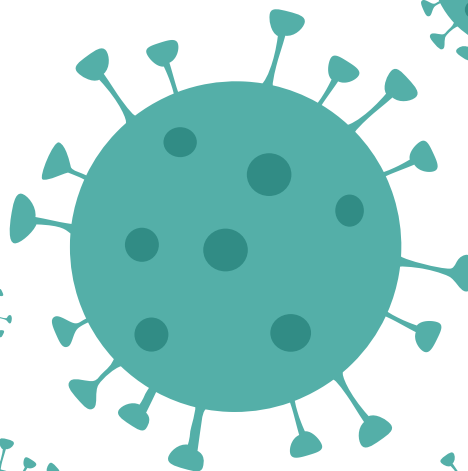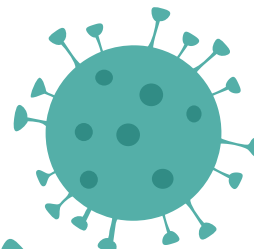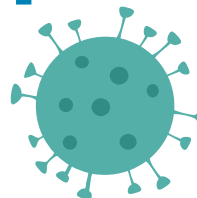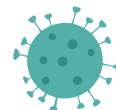
11

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 help the assistant in bureaucratic procedures at their arrival, as, for instance, requesting the fiscal code, applying at the registry and opening a bank account.
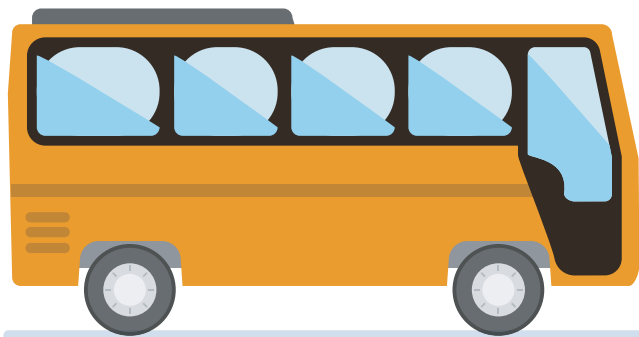
12

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.

The assistants who take part in the Induction Meeting will be justified for their absence and will not need to make up for it.

WELCOME

13

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
Phone +39 055 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