

LOCAL AUTHORITIES COORDINATORS: **Please copy and pass to the relevant contact at each host school**

ADMINISTRATIVE CHECKLIST

TASKS TO BE COMPLETED ON RECEIPT OF AN ASSISTANT'S DOSSIER

- Receive and read Language Assistant's dossier (application form) from British Council.
- Send a brief email or telephone your assistant(s) immediately to say that you have received their dossier and will be sending them a formal offer in due course.
- Send formal **offer letter*** to assistant explaining that the offer is subject to receipt of a valid police and medical certificate, if not already included in their dossier. This letter should be sent by **Friday 26th June** for non-EU assistants and by **Friday 3rd July** for all others.
- For non-EU assistants (excluding Swiss) – i.e. French Canadian and Latin American assistants, see cover sheet on dossier for special action required.
- Remind assistants to obtain a police clearance certificate if not already included in their dossier. We recommend that you ask them to send it to you in advance of their arrival and bring the original with them on their first day. Your offer of the job should be conditional on the provision of satisfactory police clearance certificates.
- Liaise with your partner school(s), if applicable, regarding sharing arrangements and relevant support for the assistant. NB: Only the host school should pay the assistant's salary; partner schools should reimburse host school as necessary to avoid tax complications. For an overview of the new payment rates for 2015-16, please check: <http://www.britishcouncil.org/language-assistants/employ/costs>
- Once the assistant has accepted the post, schools must complete the online [Confirmation of Appointment form*](#). This document is essential in order for assistants to gain official status on the programme and allows us to provide them with official documents and invitations to meetings arranged by organisations such as the *Goethe Institut*, the *Consejería de Educación* and *l'Institut Français*.
- Arrange accommodation for the assistant, or provide advice.
- Discuss with appropriate colleagues when to obtain a Starter Checklist (similar to the P46 tax form) in advance of the assistant's arrival.
- It is a legal requirement of employing schools to ensure the relevant clearance (DBS check for England and Wales, PVG membership for Scotland and AccessNI for Northern Ireland) is obtained by all assistants upon arrival in the UK.
- Prepare the **Statement of Employment*** (contract) in advance of the assistant's arrival. This must be provided to the assistant on arrival (a suggested format for this legally required document can be found on our website).

*All required documentation and further information can be found here:
<http://www.britishcouncil.org/language-assistants/employ/support-and-next-steps>

Information to consider:

Contact with your assistant

It is very important that immediate contact is made between school and assistant in order to confirm both parties' participation in the programme before you send an official letter. Ensure a main point of contact (mentor teacher) is appointed for each assistant. Contact should be maintained throughout the summer period to ensure all necessary arrangements are in place. If contact with your assistant has not been established after at least 2 attempts (by email and telephone), **please let us know**. Should a candidate withdraw from the scheme for any reason, the British Council will make every effort to issue a replacement dossier.

Period of employment

The core period of appointment is from 1 September to 31 May (9 months) for Scotland and Northern Ireland or 1 October to 31 May (8 months) for England and Wales. Offers of appointment must guarantee a timetable of at least 12 hours per week. Employing schools are free to *invite* their assistants(s) to serve for up to a month longer at the beginning and/or end of the contract or to work up to 18 hours per week (in both cases with additional payment on a pro rata basis) but should note that such a proposal must be made clear from the outset and agreed in advance by the assistant. Candidates should not be *required* to accept such an invitation. **Assistants should work in no more than 3 schools.**

Language Assistant salary for 2015-16

For an overview of the **new payment rates** for 2015-16, please check:

<http://www.britishcouncil.org/language-assistants/employ/costs>

Chinese Language Assistants are paid the National Minimum Wage and any increases to the NMI should be observed. Please note that an increase from £6.50 to £6.70 per hour is scheduled to come into effect on 1st October 2015.

Police Certificates

All assistants must provide a police certificate from their home country. It is the school's responsibility to ensure that these documents are provided if not already included in their dossier. **Please note that it is a legal requirement for employing schools to ensure the relevant UK clearance (DBS check for England and Wales, PVG membership for Scotland and AccessNI for Northern Ireland) is obtained by all assistants upon arrival in the UK – this clearance is different to their home country's police certificate.** It is at the school's discretion as to whether the language assistant begins work before receiving their DBS clearance. Even if not allowed to work, the language assistant must still be paid for **the full period of employment.**

Medical certificates

We strongly recommend that the schools ask their assistants to obtain a medical certificate and send it to them in advance of their arrival. Dossiers from some countries will already include a medical certificate but please check this is the case.

Further guidance

In addition to the information available on our website, an updated **online booklet** with detailed guidance on all aspects of the Language Assistants programme for schools and assistants will be available shortly. We will send you the link to this via email as soon as it is available; please refer to it throughout the assistantship.

Contact with British Council

In order to avoid confusion, please ensure that any correspondence on behalf of Local Authority schools is co-ordinated by the Local Authority coordinator. Schools dealing directly with the British Council (e.g. Independent, Academy) should contact the relevant team member.