



language assistants
programme

HANDBOOK

FOR ASSISTANTS

2018/2019

HANDBOOK

FOR

ASSISTANTS

2018/2019

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001

INTRODUCTION



The Austrian Federal Ministry of Education, Science and Research (BMBWF) is delighted that you will be spending the coming academic year working as a foreign language assistant at one or more schools in Austria.

The BMBWF has produced this brochure as a handbook to support you in organisational and administrative matters regarding your stay and the work you will be doing.

Reading the following information, tips and suggestions carefully will help to pre-empt many frequently asked questions.

Your time as a foreign language assistant will be one of diverse experiences that will be valuable for your future career. You will have the opportunity to improve your language and pedagogical skills, while at the same time living and working abroad.

For many of you, it will be your first time living in another country, taking on a job for an extended period of time for which you are bound by a contract, or being in fixed employment. There are certain organisational and administrative consequences arising from this.

We ask you, therefore, to invest some time and thought into preparing for your time as an assistant, so that your year as an assistant in Austria can be a successful one for all parties.

The contents of this brochure are believed correct and have been produced based on extensive experience; however, the BMBWF cannot be held responsible for errors or omissions. The BMBWF welcomes comments and suggestions for improvement.

002

ARRIVAL

▶ Entry requirements

Language assistants from **Russia** require a valid entry visa and a residence permit (Aufenthaltstitel), both of which must be applied for in Russia.

Language assistants from the **USA** can spend up to 3 months in Austria without a visa. Before starting work, however, a residence permit (Aufenthaltstitel) is required, which is normally applied for in the USA. For further details, contact the Fulbright Commission.

Language assistants from **Croatia** require an employment authorization (Beschäftigungsbewilligung) before starting to work, which must be applied for from the relevant education authority.

Language assistants from the **EU (EEC) and Switzerland** can stay in Austria indefinitely without a visa. Within the first **4 months**, a **registration certificate** (*Anmeldebescheinigung*) must be obtained from the appropriate authority (district authority [*Magistrat*] or district commission [*Bezirkshauptmannschaft*]) at a cost of € 15,-.

The following documents must be presented when applying for a registration certificate:

- completed application form
- valid passport or other form of ID (original and copy)
- initial certificate of registration (*Meldezettel*), obtained within first 3 days (original and copy). See page 14.
- contract
- evidence of sufficient health insurance (e. g. e-card)

Health insurance BEFORE starting work on 1st October

Be aware of the fact that you will not have health or social insurance until 1st October at the earliest. Then you must arrange adequate insurance for yourself. EU citizens require an E111 form or the internationally valid 'e-card'.

Introductory workshop

This information workshop is organised by the BMBWF and takes place in Austria. You will be invited directly from BMBWF. Please sign up for the workshop online (www.weltweitunterrichten.at) as soon as you have received an invitation.

For the academic year 2018/19, this introductory workshop for language assistants is taking place from



Monday 24th September 2018 to Friday 28th September 2019.

- **For French-/Italian-/Spanish-speaking assistants:**

"Jugendhotel Ennshof"

5541 Altenmarkt/Pongau (Salzburg), Saliterergasse 271,

Tel.: +43-6452-6073

Website: www.ennshof.com

Email: info@ennshof.com

From Salzburg Main Station or Vienna Westbahnhof station respectively, take the train to Bischofshofen, where there will be a shuttle bus ready to take you straight to "Jugendhotel Ennshof" at 16:00 and 17:00.

- For English-speaking assistants assigned to schools in Vienna, Lower Austria, Burgenland and Styria:
Bildungshaus St. Hippolyt
Eybnerstraße 5, 3100 St. Pölten
Tel.: +43-2742-352-1040

- For English-speaking assistants assigned to schools in Vorarlberg, Tirol and Salzburg and Upper Austria:
Bundesschullandheim Saalbach, 5754 Hinterglemm 38
Tel.: +43-6541-6303-0
Internet: www.bslh-saalbach.at
Email: info@bslh-saalbach.at

From Salzburg Main Station, take the train to Zell am See. From there, take the bus to Hinterglemm.



A fee of € 90,- per person is payable by cash once you have arrived at the introductory workshop.

At the end of the workshop you will receive a **confirmation of your participation**, which **must be handed in** at your **main school!!!**

Starting work at your school

Let your school know what date you will be arriving.

Talk to your school about when you will take up your post. This depends on whether this is the first time you have worked as an assistant (and are attending the introductory workshop) or if this is the second time you have worked as an assistant in Austria, in which case you do not have to take part in the introductory workshop and must report to school on 1st October.



→ CHECK IT

- I have signed up for the introductory workshop.
- I have carefully planned my journey to the workshop location.
- I am insured in Austria before 1st October.
- I have let my school know when I will be arriving.

003

PREPARING FOR YOUR ROLE

If possible, establish contact with your school(s) before the holidays

Get in touch with your school(s) as soon as possible. This will enable you to obtain information about the school and allow the school to prepare for your arrival.

The earlier you get in touch, the easier it will be for the school to help you **look for accommodation**.

At each of your schools, you will have the support of a mentor teacher. His/her name should have been part of the preliminary information you have already received. He/she will help you with administrative issues and will send you information before you arrive in Austria.

Put together a list of the information you require

Put together a list of questions that need to be answered before you depart for Austria.

Of course, you will want to find out as much about the school as at all possible. However, general questions about the country or where you will be living may come up too. The school will endeavour to provide you with the information you are looking for.

Familiarise yourself with the type of school in which you will be working

Language assistants can be assigned to general secondary schools or to schools specialising in vocational training. However, you could also be assigned to an institution specialising in training teachers or pre- school teachers. During your preparatory discussions you should, therefore, ask about the type of school and find out what will be expected of you in general, what topics you should deal with, etc.

((More information at www.bmb.gv.at/schulen/bw/ueberblick/bildungswege.html [in German]))

QUESTIONS

- Can the school help me look for accommodation?
- What opportunities are there to find good value accommodation in the area?
- Can I have my mentor teacher's contact details during the summer holidays?
- What is the best way to get to the school (which mode of transport)?
- Where is the nearest airport/railway station?
- Who should I report to when I arrived at the school? Where can I find this person?
- What is the name and e-mail address of my predecessor?
- When exactly should I come into the school for the first time?
- What type of school is it?
- How big is the school?

- How many pupils? How many teachers? How many teachers teach my language?
- How old are the pupils I will be teaching?
- What teaching materials should I bring with me?
- What will my responsibilities be? What will be expected of me in the classroom?

Ask what you can do to prepare for classes

It will depend on the type of the school, as well as on the expectations of the teachers, as to whether you decide to bring general materials or, for example, economic texts. It is advisable to clarify this with your school before your departure.

What **MATERIAL** to bring

- **Photos:** your family, house, friends, pets, town/region, school, university
- **Music:** a variety of music from where you are from
- **Newspapers, magazines**
- **Newspaper cuttings:** horoscopes, weather, comics, television guides, cinema and theatre listings, advertisements, classified ads, pictures of well-known actors/singers
- **Videos:** weather forecasts, adverts, cartoons, the news

- Maps
- Tourist brochures about your country
- Posters
- Postcards
- Menus
- Recipes
- Games
- Bus tickets, cinema tickets, etc.
- Timetables (buses, trains, etc.)



➔ CHECK IT

- I am in touch with my mentor teacher.
- My questions about the place, the school and daily life in Austria have been answered.
- I know what type of school I will be working in and what is expected of me.
- I have put together materials for the classroom.
- The school is able/not able to help me look for accommodation.

004

REMUNERATION – SOCIAL SECURITY – ADMINISTRATIVE MATTERS

📌 Important tips for looking for accommodation

When looking for accommodation in Austria do not rush to sign anything! Please be aware that by signing anything, you may be making a legally binding, unilateral agreement to accept the conditions laid out in the rental agreement. Please also be aware of the notice period given in the contract. In Austria, a deposit is normally required when renting a flat or a room. In most cases this deposit can be the sum of three months' rent and provides protection for the landlord against potential damage to the property. This deposit must be paid back to you in full, including interest, if you leave the property in the same condition as you found it. If damage has occurred, the landlord can retain an appropriate amount of the deposit. For this reason, it would be a good idea to make a record of the condition and contents of the property when you move in. Be aware of the fact that you may also have to pay estate agent fees.

📌 Registering at the Registration Service Centre (*Meldeamt*)

According to Austrian registration law, every citizen must carry out an 'official registration' (*amtliche Meldung*) **within 3 days** of moving into new accommodation. In Vienna, registering, deregistering and notification of changes of address can be taken care of by the registration service at every district authority (*Magistratischen Bezirksamt*). Outside Vienna, it can be done at the town hall (*Gemeindeamt*). N.B. This official registration is not to be confused with the registration certificate (*Anmeldebescheinigung*). You will need to obtain both. See page 3.

What to take with you:

a completed certificate of registration (*Meldezettel*), which can be found at the Registration Service Centre or online: <http://www.help.gv.at> (in German). Your **landlord's signature** is required on the certificate. You will need to take your **passport**.

Opening a bank account

As soon as possible after you have arrived, open a **salary account** (*Gehaltskonto*) at an Austrian bank of your choice (take your passport, contract and/or reference from the headteacher). The bank will then give you a **certificate** (*Antrag auf bargeldlose Bezugsanweisung or Kontoerklärung*) stating that you have opened an account into which you want your salary to be paid. Hand this in at the secretary's office at your school at the earliest opportunity.

If your account number changes during your time as an assistant, ensuring that you report this immediately to the local education authority (*Landesschulrat or Stadtschulrat*), or the BMBWF, if you are working at a school that is directly answerable to them, will help to avoid delays in your salary payments.

Remuneration

Your salary will be transferred into your account by the relevant education authority or by the BMBWF (if your school is directly answerable to them) on the **15th of every calendar month**. The first instalment will take longer (the first instalment on 15th of November)! Please take sufficient funds with you to cover costs at the beginning of your stay (e.g. rent, deposit).

On your bank statement you will find a breakdown of your gross earnings and deductions from your salary.

- Assistants from FR, UK, IE, IT and SI receive:

ca. €	1.490,00	gross per month
- ca. €	240,00	social insurance (does not include income tax deductions)
ca. €	1.250,00	net per month

- Assistants from CH, US, HR, BE, ES and RU receive:

ca. €	1.490,00	gross per month
- ca. €	240,00	social security (does not include income tax deductions)
- ca. €	45,00	income tax
ca. €	1.205,00	net per month



The relevant education authority (*Landesschulrat* or *Stadtschulrat*) is responsible for your salary payments. Salary-related questions should be addressed to them.

Deductions

Before your salary is transferred to your account, social insurance contributions and, if applicable, income tax will be deducted from your gross earnings. Income tax will only be deducted if you are not exempt from it on the basis of a Double Taxation Agreement (see next point).

Tax liability and exceptions

Language assistants from FR, UK, IE, IT and SI who meet all of the following criteria are **exempt from paying tax** on their salary earned as an assistant in Austria on the basis of a Double Taxation Agreement:

1. The assistant is (or was before taking up the assistantship) permanently resident in their home country,
2. The assistant is spending no more than two consecutive years in Austria (returning home for holidays is included in this time),
3. The assistant does not have any additional income besides that which they are earning as an assistant or other teacher in Austria.

If even one of these criteria is not met, the assistant is liable to pay tax. Additional income for other employment (e.g. part time work alongside the assistantship) is also subject to taxation in Austria.

For language assistants from CH, US, HR, BE, ES und RU there is no Double Taxation Agreement in place. These assistants are liable to pay tax in Austria.

For those assistants whose earnings are subject to a Double Taxation agreement, it is up to the home country to determine the extent to which earnings amassed in Austria are taxed in the assistant's home country.

Retrospective tax liability

If an assistant who was initially exempt from paying tax on the basis of a Double Taxation Agreement later fails to meet one of the criteria listed above (e.g. if the contract is extended), he/she becomes liable to pay income tax retrospectively from the date he/she first started working as an assistant.



!! If you are liable to pay income tax you must tell the headteacher immediately (Belgium, Spain, Croatia, Russia, Switzerland, USA) !!

Money back? – "Self Assessment"

At the end of each calendar year and after they have finished working as assistants, those who are liable for income tax have the chance to claim back a portion of that money. In order to do this, a Self Assessment Declaration form (*Erklärung zur ArbeitnehmerInnenveranlagung*) must be handed in at the appropriate tax office (*Finanzamt*). The necessary forms are available from the tax office (english.bmf.gv.at).



Social insurance

In the framework of the General Social Insurance Law, you will be insured by BVA which is a social insurance institution for public sector employees. This comprehensive social insurance includes health and unemployment insurance.

Insurance number

All insured parties receive an insurance number. This is needed when visiting the doctor or for written communication related to your insurance. After a few weeks you will receive a credit-card sized 'e-card'. This is your health insurance certificate.

In case of illness

You must inform your school immediately if you are unable to work, and, if the headteacher insists on it, you must provide a doctor's note. Failure to do so could result in you forfeiting your pay, at least until such a time as you do provide a doctor's note.

If you are unable to work due to illness or an accident that was not your fault, you will normally be entitled to your full pay for up to six weeks. After that you are entitled to another six weeks of half pay.

In general, I felt at ease in the classroom and I think most of the pupils got something out of my lessons, especially in the classes where I was used as a 'cultural resource', sharing my own experiences, and in the classes where I led discussions with smaller groups on a certain topic. (Assistant, Vienna)

Extent of health insurance cover

Insurance cover starts on your first day of work, therefore on 1st October at the earliest. Your health insurance covers the costs of necessary treatment from a GP, consultant or dentist as well as hospital treatment, as long as the doctor or hospital in question has a contract with BVA (check before you go!). Treatment costs at outpatient clinics operated by social health insurance institutions are also covered. A small contribution towards treatment must be paid by the insured.

The e-card must be presented before treatment. Prescription medication is subject to a **prescription fee**, to be paid when collecting the medication from a pharmacy. A contribution may be required towards some health products.

If you also want to take out recreation insurance (e.g. for sports such as skiing and hiking), get in touch with the various providers. Offers and prices can vary considerably.

Insurance cover when abroad (on holiday)

Should you fall ill when in another country, you may still be covered, thanks to arrangements that exist with various countries. Before embarking on a trip abroad, please obtain the necessary information from BVA. Before you leave Austria (even for a short holiday), apply for an **E111** in good time. You can order the form online (<http://www.bva.at>) – approx. 1 week processing time – or you can go directly to the relevant office.

Insurance expiry date

In principle, your insurance expires when you cease working as a foreign language assistant. In certain cases, however, cover may be extended for a slightly longer **transitional period**. This transitional period is capped at 6 weeks.

Entitlement to unemployment benefits

The E 301 is confirmation of the fact that you have worked and been socially insured in Austria. This should be taken into account when calculating your entitlement to unemployment benefit, both in other EU/EEC countries and in your home country, where it will be subject to local regulations. The E 301 form can be picked up directly from the AMS Public Employment Service (*Landesgeschäftsstelle*) in your federal state before your return home.

Pension scheme

As regards evidence of your public pension scheme, please contact the central office of the Pension Insurance Authority (*Pensionsversicherungsanstalt*) directly at Friedrich-Hillegeist-Straße 1, 1021 Wien, Tel. 05 03 03, e-mail: pva@pensionsversicherung.at, or alternatively at the relevant office in your area (Burgenland, Carinthia, Lower Austria, Upper Austria, Salzburg, Styria, Tirol, Vorarlberg, Vienna). More information (in German) at www.pensionsversicherung.at.

If you are bringing your car, acquaint yourself thoroughly with the relevant laws

Cars with number plates that are from an EU country other than Austria may retain this number plate and be driven by their owner, as long as the main residence of the owner is not in Austria.

*It is a very good opportunity to improve our language skills and to spend a year here. Working as an assistant was very interesting, it teaches you a lot about your own language and culture.
(Assistant, Salzburg)*

👉 Television and radio licence

If you live independently (not in a sublet), and want to listen to the radio or watch television, you will require a license (*Rundfunkbewilligung*), for which a fee is required. You must register your device with the GIS.

More information: www.gis.at, e-mail: kundenservice@gis.at, service hotline 0810 00 10 80. Car radios are exempt from the fee and from being registered.

👉 Child benefit

Foreign language assistants with children are eligible for child support for each child. This can be applied for at the relevant tax office. To be eligible, the child must be living in the same household and be cared for by you.

➔ CHECK IT

- I have checked my tenancy agreement carefully.
- I have registered with the authorities.
- I have opened a salary account.
- When I started work, I told the school whether or not I am liable to pay tax.
- I have received my social insurance number.
- I have checked my payslip to see whether income tax is being deducted.

005

GENERAL REMARKS ON YOUR POSITION AT THE SCHOOL(S)

Official job description

Your official title is 'foreign language assistant'. In written communication with the authorities you should be more specific and refer to your country of origin, e.g. 'Italian foreign language assistant'. Language assistants are members of the teaching body. Their work is the result of an international agreement and they are not employed by the Republic of Austria.

Duration of employment

You are employed from 1st October 2018 to 31st May 2019.

Hours per week

Make sure that your school knows how many hours you are expected to work: all foreign language assistants have to teach 13 hours per week.

Contract

Ensure that your main school hands your contract over to you as soon as possible after you have started work. This is the first of many administrative steps (e.g. registration certificate [*Anmeldebescheinigung*]).

Schools in different locations/Travel costs

If your schools are in two different locations (or even towns!) you will normally have your travel costs reimbursed in line with the cost of public transport, taking into account available discounts. You must put in a request to the local authority through the official channels (see below), stating the specific circumstances (number of journeys per week, number of days per week, distance, the method of transport you are using).

Report

When you stop working at your schools, they will compile a report that will be forwarded on to the Board of Education or the appropriate authority in your home country. If your period of employment follows the usual schedule, your confirmation will be issued between 1st October and 31st May. In April/May, foreign language assistants are also requested to fill out a questionnaire about their work and pass it on to the BMBWF.

Extension of your contract for another year

It is only possible to extend your contract for a second year if your **home organisation** and **your schools agree**. It is not possible for foreign language assistants from Spain and Italy to extend. More information: www.weltweitunterrichten.at

🍌 Official channel

Middle schools and high schools are answerable to the local authority (except for those that are answerable to the BMBWF). The headteacher is responsible for administrative and pedagogical matters at his/her school. The teaching and administrative staff are answerable to him/her. The relationship is as follows:

! BMBWF → LOCAL AUTHORITY → HEADTEACHER → TEACHER (foreign language assistant)

Should teachers wish to raise any questions with their line manager (or superior authority), they must address this via the headteacher, after which the issue will be forwarded on the local authority and, if necessary, the BMBWF. This procedure is known as the **official channel** and is also to be observed by language assistants.

At schools answerable to the BMBWF and at teacher training institutions, the following official channel is observed:

! BMBWF → HEADTEACHER → TEACHER (foreign language assistant)

In written communication, the official channels must always be observed!!!

🍌 Class times

In Austria, the teaching week normally lasts from Monday morning until Friday afternoon. Classes normally last 50 minutes.

Taking time off

If you have important personal reasons for doing so, you may be allowed to take up to one calendar week off work.

Holiday dates

Christmas holidays

24th December 2018 – 6th January 2019 all federal states

Half term holidays

First week in February (4.–9.2.2018)	Lower Austria, Vienna,
Second week in February (11.–16.2.2018)	Burgenland, Carinthia, Salzburg, Tirol, Vorarlberg
Third week in February (18.–23.2.2018)	Upper Austria, Styria

Easter holidays

13th–23rd April 2019 all federal states

Whitsun

8th–11th June 2019 all federal states

Summer holidays (main holidays)

29 th June 2019 – 1 st September 2019	Burgenland, Lower Austria, Vienna
7 th July 2019 – 9 th September 2019	Carinthia, Upper Austria, Salzburg, Styria, Tirol, Vorarlberg

CHECK IT

- I teach 13 hours per week.
- I have received my contract (Bestellungsschreiben).
- I have to send off my application for an extension by the beginning of January.

006

YOUR WORK AT THE SCHOOL

Introduce yourself to the head teacher and all the teaching staff right at the beginning

If you are assigned to more than one school, all administrative issues should be discussed with the headteacher and mentor teacher at the school named as your 'first' school. This is your **MAIN SCHOOL** (*Stammsschule*). Introduce yourself to the headteacher at your main school first of all. Introduce yourself to all the teaching staff as soon as possible, so that you can get to know them. If you are assigned to more than one school, introduce yourself at the other schools as soon as possible.

The initial meeting

An initial meeting with you mentor teacher and other colleagues is an opportunity to discuss what your work will entail, to establish the most important organisational and content-related issues and to agree on a likely timetable. You can use this meeting to talk about your ideas and interests and to present your preparatory work.

Show respect for cultural and pedagogical differences

Interaction between staff and pupils may be more formal or more relaxed than is normal in your home country. Basic principles of pedagogy may be completely different and, at first glance, may seem surprising for someone who was educated in another country, e.g. there may be more or less group work during class time or the teacher may teach the entire class 'from the front'.

Be sympathetic to the fact that teachers have a heavy workload

You probably have a lot of questions, especially when you first take up your position, and will want to talk to the teachers about your future work with individual classes. Do not be disappointed if they do not have time for a discussion then and there! Instead of asking questions in the middle of a hectic school day, please ask your mentor teacher to organise a short meeting with each of the teachers you will be working with over the course of the school year.

Timetable/Changes to the timetable

The schools should agree a fixed timetable with you from the outset. Please be aware, however, that the school day is a hectic one and it may be the case that teachers repeatedly forget to tell you that particular lessons are not taking place (because of ski trips, hiking days, etc.). Please also be aware that there are other days, as well as official holidays, when the school may be closed.

Show an interest in the everyday workings of the school and discuss your classes **in plenty of time** with the teachers. Check the **supply book or notice** regularly.

I thoroughly enjoyed working at the schools, especially working with the students. I put in a lot of effort and get a lot out of telling them about France and about the region where I am from. Teaching them and bringing the French language to life for them was always fun. Apart from that, I simply discovered Austria: the culture, the dialect and the local people. (Assistant, Styria)

Offer to help with extra-curricular activities (sport, theatre, clubs etc.)

In some schools, numerous activities take place outside of official school hours.

Help with the organisation of school concerts, sporting events or plays, for example, is greatly appreciated by the teachers. Taking part in events of this nature gives you a better insight into the culture of the host country, both in a pedagogical and in a general sense.

Taking part in school events (e.g. ski trips, hiking days, etc.)

Participation in school events is permitted in accordance with § 44a of the education regulations (*Schulunterrichtsgesetz*). The headteacher will provide you with the necessary paperwork (in this case a *'Dienstauftrag'*), which will provide you with full insurance cover. Your travel costs may be reimbursed as part of an agreement with your school.



Overview of essential tasks and obligations in school

- You are expected to be diligent and sufficiently prepared and to pay attention to the pedagogical advice and suggestions of your superiors.
- The headteacher is in charge of the school and the immediate superior of the teachers, and, as such, the language assistants. His/her decisions are to be respected and complied with.
- If you take part in conferences or parent consultation meetings, you are not allowed to discuss the content with any person who does not work at the school (confidentiality).
- Read the rules and regulations in place at your school. (Ask your contact teacher to inform you about unusual practices.)
- Always show willingness to cooperate with the teachers. Should any problems arise, try to discuss and solve them with teachers directly in the first instance before you turn to your mentor teacher, the headteacher, the BMBWF or your home organisation.
- Make an effort to motivate your pupils to always speak the foreign language. When it comes to making lessons interesting, powerful and entertaining, your imagination knows no bounds.
- Practice the material that the teachers have already worked through with the pupils in the most authentic conversational situations possible (with young children this could be done in a playful way). Complement your lessons by introducing personal experience; use the knowledge you have gained through practical experience and everyday life in your home country to expand on the content of text books; draw comparisons that bring the content of text books up to date and put it in perspective.

What you are NOT allowed to do

- teach independently
- mark work (ask the teacher if you can be present when tests are being marked. This is at the teacher's discretion.)
- correct tests and homework independently (ask the teacher if you can mark work together. The final mark is the teacher's decision.)
- as a rule, you are not allowed to be on hall duty nor are you allowed to invigilate during the Matura (school leaving examination)
- carry out administrative tasks
- introduce new grammar topics
- work unprepared (however, you are also not allowed to be made to act as a 'dictionary', working solely with, for example, technical texts.)
- stand in for other teachers (act as a supply teacher).

Only in exceptional circumstances may the headteacher call on you to **stand in** for another teacher. In this instance, responsibility rests with the headteacher. Make sure you know exactly what is expected of you during this class.

If any problems arise, your mentor teacher is your first port of call

If you should be dissatisfied with any aspect of your work as an assistant or if you feel that the guest school is not treating you as they should, the first person you should speak to is your mentor teacher. This should be discussed tactfully and in confidence. If the issue is not resolved after talking to your mentor teacher, try approaching the headteacher.

If it is a matter of urgency, you can also get in touch with the BMBWF directly. If, after that, you feel that the problem is still unresolved, speak to your home organisation.

CHECK IT

- I have been introduced to the headteacher.
- I have met all of my other colleagues at the school.
- I have a fixed timetable.
- My mentor teacher has familiarised me with the practice at the school (photocopier, materials, breaks, etc.).
- I am always given notice of changes to the timetable.
- I know what my rights and responsibilities are.

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IN THE CLASSROOM

🍌 Prepare thoroughly for all lessons, preferably with the relevant teacher

Ideally, all the lessons in which you are involved will be carefully prepared together with your teachers. During the planning process, you should agree which of you will carry out which tasks.

In principle, you should always try to speak to teachers far enough in advance of the lesson that you can have a clear idea of the aim of the lesson and what you will be doing in class. At the very least, you should meet up once a week.

🍌 Make a concerted effort to have a weekly meeting with your mentor teacher

Informal, yet regular meetings with your mentor teacher will be a decisive factor in the quality of your work and for your integration into foreign language lessons at your school. These meetings are an opportunity to exchange ideas, evaluate progress, deal with problems and agree on a plan for future classes.

*I have experienced so much during my year as an assistant.
I learnt a lot from my colleagues and from the pupils.*

(Assistant, Carinthia)



Approaches to correcting mistakes should be agreed upon with the teacher

The way in which individual teachers choose to correct pupils' mistakes is a crucial point. Many teachers lean towards the more 'modern' concept, that excessive correction, particularly of spoken language, discourages pupils and is, therefore, counterproductive. According to this concept, assistants should only interfere if a pupil is obviously searching for a word. Otherwise, pupils should only be corrected once they have finished making their contribution. The assistant must, however, respect the wishes and the concept of the school.

Make an effort to be informal, but maintain the necessary authority

The relationship that exists between assistants and pupils is not the same as that between teachers and pupils. The pupils should always feel that they can speak to the assistant without feeling self-conscious. At the same time, they should recognise that the assistant is a member of the teaching body and that their instructions must be followed. Your first contact with the pupils is of great importance for your future relationship with them. For this reason, as well as being friendly, you must also demonstrate a sense of confident authority.

👉 Speak normally and clearly and choose your words carefully

As you are teaching your mother tongue, you are advised to speak as clearly as possible, though not faster or slower than is normally appropriate in your language (except with absolute beginners). After all, one of the reasons you are at the school is to give a realistic impression of how your mother tongue is spoken. Although it may be difficult at first, pupils will soon get used to the way you talk and your speech patterns and they will soon come to value the authentic conversations they have with you.

👉 If disciplinary issues arise, always refer to the teacher responsible for the class

Wherever possible, resolving disciplinary issues should not be left entirely to the teacher, even if letting the teacher restore order seems to be the easiest solution. Together with the relevant teacher, work out a strategy for overcoming the problem.



Additional opportunities

Make use of the opportunity to

- take part in other teachers' lessons (for your own subject and for others); it is always interesting to observe a class with different teachers and in different subjects.
- take part in teachers' conferences and parent consultation meetings.
- take part in school leaving examinations.
It is a good opportunity to see the fruits of your labour!
- take part in hiking days, festivals in school, etc.
You will get to know teachers and students in a relaxed situation and will have the opportunity to establish personal contacts.

CHECK IT

- Regular meetings with my mentor teacher are taking place.
- I spend a sufficient amount of time preparing for lessons.
- I receive sufficient information from teachers in order to prepare for lessons.
- During classes, pupils are active and responsive.

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IMPORTANT FORMS

Bestellung

Landes(Stadt)schulrat für

.....

≡ Bundesministerium
Bildung, Wissenschaft
und Forschung

Bestellung

gem. § 3a des Bundesgesetzes BGBl. Nr. 656/1987, in der Fassung des
Bundesgesetzes BGBl. I Nr. 71/2007

für

Frau/Herrn

Familienname

Vorname

Geburtsdatum

Beginn des

Bestellungszeitraumes:

1. Oktober 2018

Ende des

Bestellungszeitraumes:

31. Mai 2019

Bildungs- einrichtung (Schule/n):	
Kennzahl/en:	
Adresse(n):	

 Template for a contract

bestellt als:	FremdsprachenassistentIn
Arbeitszeit:	13 Unterrichtsstunden wöchentlich
Tätigkeitsmerkmale:	Sprachvermittlung im Rahmen des lehrplanmäßigen Fremdsprachenunterrichts oder fremdsprachlicher Studienveranstaltungen, die gemeinsam mit bzw. unter Anleitung und Aufsicht der verantwortlichen Fachlehrkraft und ohne Verpflichtung zur Leistungsbeurteilung und zur Korrektur schriftlicher Arbeiten zu leisten ist.
Monatliche Bezahlung:	€ 1.490,00 brutto abzüglich Sozialversicherung und Lohnsteuer ab 1. Oktober 2018 bei voller monatlicher Tätigkeit, ansonsten Aliquotierung.
Auszahlungsdatum:	Zum 15. jedes Kalendermonats. Es werden keine Sonderzahlungen geleistet.
Urlaub:	Während der schulfreien Tage

Wien, 1. Oktober 2018
 Für den Bundesminister:
 Dr.ⁱⁿ Andrea Dörner

Für den LSR/SSR

.....
 Unterschrift/Siegel

Bestellungsschreiben übernommen:

.....
 Unterschrift des/der AssistentIn

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IMPORTANT ADDRESSES IN AUSTRIA

Contact addresses at the BMBWF

The Federal Ministry of Education, Science and Research,
Division III/3, Schreyvogelgasse 2, 1010 Vienna

Dr.ⁱⁿ Andrea Dorner

Telefon: +43-1-53120-3626

Fax.: +43-1-53120-81-3626

Email: andrea.dorner@bmbwf.gv.at

FOInsp.ⁱⁿ Renate Hartl

Telefon: +43-1-53120-4702

Fax.: +43-1-53120-81-4702

Email: renate.hartl@bmbwf.gv.at



*feel that I have made the English language interesting and
easier to understand for the students. (Assistant, Lower Austria)*

Addresses of diplomatic missions in Austria

BELGIUM

Embassy

Prinz Eugen-Straße 8-10, 1040 Wien

Tel.: +43-1-50207-0

FRANCE

Embassy

Technikerstraße 2, 1040 Vienna

Tel.: +43-1-50275-0

Cultural Institute

www.institut-francais.at

UNITED KINGDOM

Embassy

Jauresgasse 12, 1030 Vienna

Tel.: +43-1-71613-0

REPUBLIC OF IRELAND

Embassy

Rotenturmstraße 16 – 18, 5. Stock, 1010 Vienna

Tel.: +43-1-7154246-0

***D**ieses Assistenzjahr war für mich ein Jahr voller
Lebenserfahrung. Ich habe von den Kollegen und den
Schülern viel gelernt. (Assistentin, Kärnten)*

ITALY

Embassy

Rennweg 27, 1030 Vienna

Tel.: +43-1-7125121-0

Cultural Institute

Ungargasse 43, 1030 Vienna

Tel.: +43-1-7133454-0

General consulate

St. Veiter Ring 43, 9020 Klagenfurt

Tel.: +43-463-513055-0

General consulate

Conradstraße 9/a, 6020 Innsbruck

Tel.: +43-512-581333 or 584983

CROATIA

Embassy

Heuberggasse 10, 1170 Vienna

Tel.: +43-1-48020830

SLOVENIA

Embassy

Kolingasse 12, 1090 Vienna

Tel.: +43-1-3191160

SPAIN

Embassy

Argentinierstraße 34, 1040 Vienna

Tel.: +43-1-5055788-0

Instituto Cervantes Viena

Schwarzenbergplatz 2, 1010 Vienna

Tel.: +43-1-5052535-0

RUSSIAN FEDERATION

Embassy

Reisnerstraße 45-47, 1030 Vienna

Tel.: +43-1-7121229

SCHWEIZ

Embassy

Prinz-Eugen-Straße 9a, 1030 Vienna

Tel.: +43-1-795050

USA

Embassy

Boltzmannngasse 16, 1090 Vienna

Tel.: +43-1-31339-0

Fulbright Commission

Austrian-American Educational Commission
quartier 21/MQ

Museumsplatz 1, 1070 Vienna

Tel.: +43-1-236-7878-13

Internet: www.fulbright.at



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WEBSITES

General

www.austria.gv.at

www.bmbwf.gv.at

www.campus-austria.at

www.housing.oead.ac.at

www.kulturkontakt.or.at

www.kulturundsprache.at

www.oead.at

www.oesterreichinstitut.at

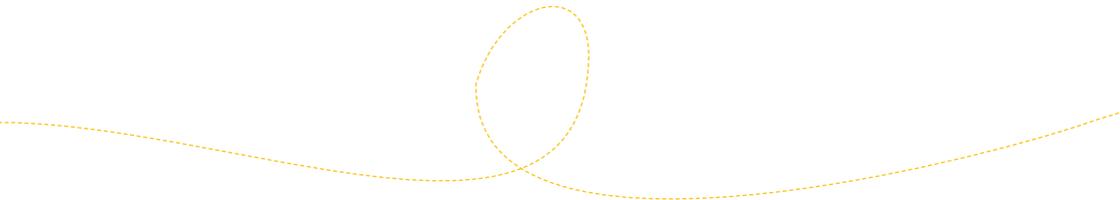
www.osd.at

www.vhs.or.at

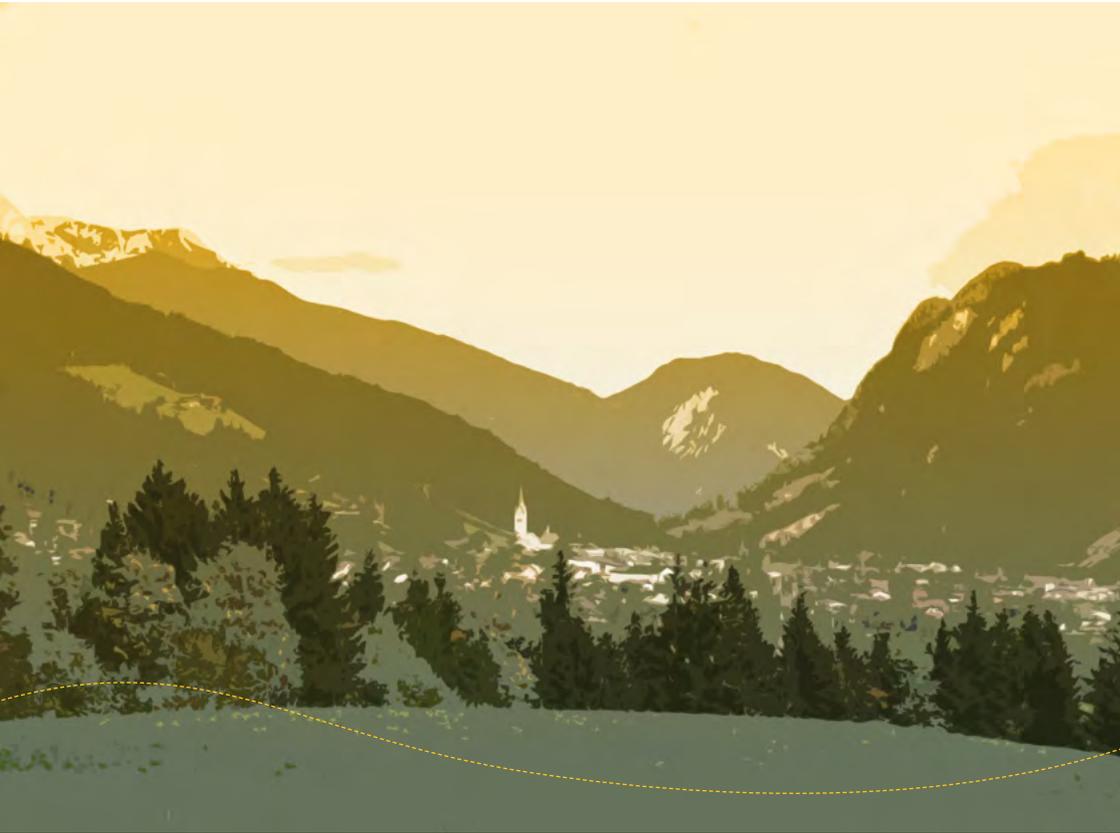
www.orf.at (news)

www.oebb.at (Austrian trains)

www.virtualvienna.net



I was very happy with my job as an assistant. I learnt so much, not just professionally, but also on a personal level. I was very well integrated in the school and really felt like a part of the community. It seemed to me that the students were better motivated in English because I was there. The students were always pleased when I came to their English lessons. (Assistat, Vienna)



Student halls of residence on the Internet

www.akademikerhilfe.at

www.oeh.ac.at

www.oejab.at

www.wist.at

www.studentenfoerderung.at

Translated by Catherine Hawkes

please note that this translation has been carried out for assessment purposes by a student translator and has not therefore been proofread or revised, as any professional translation should be. The translator offers this translation on a voluntary basis and cannot bear any liability for inaccuracies or other problems arising from the work.

IMPRESSUM

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Abteilung III/3
Dr.ⁱⁿ Andrea Dorner -- Schreyvogelgasse 2 -- 1010 Wien

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