

Welcome a French assistant in your school

BENEFITS

Welcoming a French assistant in your school will increase the motivation of the pupils because he/she:

- will bring an authentic French cultural touch,
- is a native French speaker,
- is familiar with the culture of young people,
- is interested in working with teenagers.

The assistant can also be a great support for the teacher in supervising the students and organising activities.

FRENCH ASSISTANT MISSIONS

The assistant does not replace a teacher.

The missions have to be determined precisely between your school and the French Institute of Sweden.

Here are some examples of possible assignments:

- supervising the group during the class with the teacher,
- leading some activities during the class,
- dividing the class into two groups to do speaking activities,
- giving presentations about French and “francophone” culture: regions, artists, films etc.,
- helping to organise projects in the school,
- helping with the organisation of school trips in France...

The French Institute of Sweden adds a following compulsory mission: to participate in the organisation of local activities in cooperation with the Alliance française of Sweden and Institut français de Suède.

CONDITIONS

The French assistant is a student from France or Europe (but native French speaker), who is 18-26 years old, who is enrolled as a voluntary (Service civique).

The assistant can stay for a minimum of 6 months up to a full school year and can arrive depending on the school's schedule.

The assistant can work 24h to 35h per school week, including preparation.

In the contract the assistant gets 2 days off per month, but we recommend to offer all the school vacations.

Remember that it is a volunteer mission, not a job.

That would be appreciated if the school could help the assistant to find a flat, and ensure he/she lives in good and secure conditions.

If your school doesn't provide enough hours of French language, it is also possible to share the assistant between several schools.

All public schools can ask for a French assistant. Friskolor can ask for a French assistant when they are a hold by a foundation, or if they share an assistant with a public school.

The school must designate a tutor to accompany the assistant during his/her mission. Ideally, this person works with him/her but is not his/her superior/supervisor. Nonetheless, it is tolerated if it is the teacher he/she will work with.

It is the school duty to organize welcome sessions and briefings for the assistant (history of the organization, staff, familiarize with tools and procedures, etc.) with the staff.



FINANCIAL PROVISIONS

The assistant is paid at least 1500 SEK/month. The allowance paid by the school can either be paid by bank transfer to the assistant or instead, the school can provide the accommodation. If schools share the assistant, it is up to the schools to decide how they pay the assistant (split the cost every month or pay the assistant 1 month and then the other school pays etc.)

Then 5100 SEK/month is paid by the French organization “La Guilde” and Service civique organization directly to the assistant.

INSURANCES & MEDICAL PROVISION

Medical provision and insurance scheme:

“La Guilde” and the Service civique organization provide for the volunteer’s medical an insurance scheme. La Guilde is managing this part with MAI insurance and MUTUAIDE insurance.

The insurance scheme will cover:

- medical expenses (reimbursement upon presentation of written proof)
- medical repatriation and assistance 24/24
- civil responsibility

An insurance contract will be issued to the assistant at the pre-departure training. The school doesn’t have to take care about that part.

ADMINISTRATIVE PROCEDURES

Validation of the project:

If you are interested, you have to inform Meryl MAUSSIRE at the Institut français de Suède, and decide what are the missions. Meryl will then fill out an assignment form, work on its content with La Guilde who will be in charge of submitting it to a national agency for the French grant.

The project has to be validated by “La Guilde” and the Service cinvique organization.

The French Agency has 3 month to give her answer (but usually needs less time).

The validation is based on the respect of these legal principles: no substitutionfor employment, accessibility of the activities to any young people from 18 to 25, social utility of the project...

Recruitment

When the Agency validated the project, the recruitment can start.

Meryl will select CVs depending on the school criterias and do the interview. She will then transmit the best one for you and you will then be able to either do an interview yourself or agree on the selected assistant.

Pre-departure training

When you chose the assistant, he or she will have to participate to a pre-departure training in Paris. He/she will sign his/her contracts. Then he/she arrives in Stockholm during one day for a briefing with Meryl at the Institut français. Then he/she will go his/her school.

Main “rules” (all are in the contract):

Upon recruitment, two contracts will be signed: one between the assistant and La Guilde as the legal entity, one between the assistant, La Guilde, and the school.

In order to fill in the contract, the school will be asked to fill in the “contract form” with administrativedetails about the assistant and the school. Meryl will provide her help with filling these documents.

In addition, the assistant will sign a declaration of commitment, common to all volunteers under La Guilde’s agreements.

If you are interested, please write to Meryl MAUSSIRE meryl.maussire@diplomatie.gouv.fr and she will fill fix the paperwork. Please note that it takes 3-4 months between your decision and the assistant arrival.