

# Student Placement

## Science Laboratory Classroom Assistants for International Schools in Spain

EMPLOYER INFORMATION	
Name of organisation	SEK International Schools
Addresses of schools participating in the programme.	<div>Colegio Internacional SEK-Catalunya      Colegio Internacional SEK-El Castillo</div> <div>La Garriga.      Villanueva de la Cañada</div> <div>08530 Barcelona, España      28692 Madrid, España</div>
Website	<a href="http://www.sek.es/">http://www.sek.es/</a>
Short description of the company	<p>SEK International School is a private international school educating children from Early Years to Secondary Education 4 months – 18 years of age. We have centres in Barcelona, Madrid, Pontevedra, Almeria, Dublin, France and Qatar.</p> <p>50 % of the tuition is given in English whilst the remainder is given in Spanish (and also Catalan at SEK-Catalunya and French at SEK Les Alpes). We follow the International Baccalaureate Programme from Infant School through to Primary and Secondary School. We also have an extensive extra-curricular programme.</p>
Application Procedure	<p>Send CV and covering letter to <a href="mailto:anita.pineda@sek.es">anita.pineda@sek.es</a></p> <p>Once reviewed, suitable applicants will be contacted and interviewed via Microsoft Teams.</p> <p>Please check location of school before applying.</p> <p>Application deadline: 03 February 2022</p>

PLACEMENT INFORMATION	
Position - Science	This placement is suited to students who would like experience assisting in a private international school where you would work alongside and support our teachers by helping with the planning and developing of activities for the <b>Science classes and laboratory</b> .
Description of activities	<p>To assist with laboratory practices for <b>Biology, Chemistry, and Physics</b> in both <b>Primary and Secondary</b> education. Encourage students to consider environmental issues and carry out <b>ECO projects</b> around the school. You would also prepare <b>lab reports</b> and the steps of various <b>experiments</b>. Help the students with extra explanations and help with their reports and projects.</p> <ul style="list-style-type: none"> <li>• Language required: English.</li> <li>• Salary: Unpaid, however you will be provided with free accommodation in rented flats or in the campus residence. All bills and internet are included.</li> <li>• You will be provided with breakfast and lunch from Monday to Friday.</li> </ul>

	<ul style="list-style-type: none"> <li>Free airport transfers are provided when you arrive in Spain to take you to your accommodation and to take you back to the airport when you complete your contract.</li> <li>The successful candidates will be required to purchase their flights to and from Spain, personal travel insurance and their International Child Protection Certificate (ICPC)</li> </ul> <p>You will be assigned a Mentor who will be responsible for your professional development throughout your placement.</p>
Duration	September 2022 – June 2023 (shorter or longer stays can be arranged if necessary)
Working hours	Maximum 30 hours per week, or as required by your University. One Saturday Open morning per term.
Accommodation	Accommodation is provided free of charge in the school residence or flats, sharing facilities with other assistants on the same programme. There are no bills or rent to pay.
Details of financial and “in kind” support to be provided	Breakfast and lunch are provided on school days. Transport is provided from/to the airport on day of arrival and departure.

## COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Spanish is not required as you will have plenty of opportunity to learn and improve the language during your placement. English: Native level or minimum level C2 (CEFR) is required.
Computer skills required	Competent level Microsoft Word, Outlook and PowerPoint,
Other	Personal Travel and Medical Insurance and Child Protection Certificate to be provided by student. EU and UK students should have the EHIC or GHIC card.

## INFORMATION PROVIDED BY

Name	Anita Pineda
Department / Function	International Placement Supervisor
E-mail address	anita.pineda@sek.es
Date	19/11/2021