[Institución Educativa SEK](http://sek-web-institucionsek.azurewebsites.net/)

Principio del formulario

Final del formulario

**Student Work Placement**

**Nursery Assistants for International Schools in Spain**

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| **EMPLOYER INFORMATION** | |
| Name of organisation | **SEK International Schools** |
| Addresses of schools with availability | **Colegio Internacional SEK-Catalunya Colegio International SEK-El Castillo**  La Garriga. Villanueva de la Cañada  08530 Barcelona, España 28692 Madrid, España |
| Website | http://www.sek.es/ |
| Short description of the company | SEK International School is a private international school educating children from 0 – 18 years of age. We have centres in Barcelona, Madrid, Pontevedra, Almeria, Dublin, France and Qatar. 50 % of the tuition is given in English whilst the remainder is given in Spanish. We follow the International Baccalaureate Programme from Infant School through to Primary and Secondary School |
| **Application process** | **Send CV, Skype details and covering letter to** [**anita.pineda@sek.es**](mailto:anita.pineda@sek.es)  **Once reviewed, suitable applicants will be contacted and interviewed by skype.**  **Please ensure you are eligible for the Erasmus+ Mobility Scheme.**  Application deadline: 14th March 2020 |
| **CONTACT DETAILS** | Anita Pineda Sampson: International Placement Supervisor |

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| **PLACEMENT INFORMATION** | | |
| Position | Classroom assistants to help in the school crèche with children from 4 months to 3 years of age. | |
| Description of activities | This placement is suited to students who would like experience assisting in the school **Nursery**. They will be encouraging children to understand and communicate in English whilst playing with and supervising them.  TASKS (Nursery 0 – 3 years of age)  Promote a positive learning environment and support the learning of English and support the teachers by helping with the planning and developing of activities. Provide feedback to the teachers regarding the children’s behaviour, any noticeable changes in attitude or any other important observations.  Encourage the children to share, interact and cooperate within a group.  Prepare crafts and organise activities based around such things as paint, crayons and paper and playdough.  Read story books in English to the children and introduce vocabulary in English, such as colours, letters of the alphabet, modes of transport and types of animals.  Help the children prepare for physical education activities, supervise the children during playtimes.  Assist the children with their food at lunchtimes, prepare the beds for lunchtime siesta and supervise them during siesta.  Change nappies (when necessary).  Supervise the children to the school bus or to meet their parents at home time.   * Placement Duration: 10 months (shorter placements may be considered) * Language required: English * Salary: Unpaid, however you will be provided with free accommodation in rented flats or in the campus residence. All bills and internet are included. * You will be provided with breakfast and lunch from Monday to Friday. * The successful candidates will be required to purchase their flights to and from Spain.Free airport transfers are provided when you arrive to take you to your accommodation and to take you back to the airport when you complete your contract.   You will be assigned a Mentor who will be responsible for your professional development throughout your placement. | |
| Locations | SEK Catalunya,La Garriga, Barcelona. SEK El Castillo, Madrid, Spain | |
| Duration | September 2020 – June 2021 (shorter stays are possible) | |
| Working hours | Maximum 30 hours per week, or as required by your University | |
| Accommodation | Accommodation is provided free of charge. There are no bills or rent to pay. | |
| “in kind” support to be provided | Breakfast and lunch are provided on school days. Evening meals are also available on school days.Transport is provided from/to the airport on day of arrival and departure. | |
| **COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS** | | | |
| Skills, 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 or minimum level C2 (CEFR) is required.  Experience working with children under 3 years of age. | |
| Other | | Personal Travel Insurance and Child Protection Certificate to be provided by student. EU students should apply for the EHIC card. | |

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| **INFORMATION PROVIDED BY** | |
| Name | Anita Pineda Sampson |
| Department / Function | International Placement Supervisor |
| E-mail address | anita.pineda@sek.es |
| Date | 21/01/2020 |