

Erasmus+ Student Work Placement

EMPLOYER INFORMATION					
Name of organisation	SEK International School				
Address inc post code	<table border="0"> <tr> <td> Colegio Internacional SEK-Catalunya Urb. Els Tremolencs Avda. Els Tremolencs, 24-26 La Garriga. 08530 Barcelona, España </td> <td> Colegio Internacional SEK-Ciudalcampo Urb. Ciudalcampo Paseo de la Perdices, 2 S.S. de los Reyes 28707 Madrid, España </td> </tr> <tr> <td> Colegio Internacional SEK-El Castillo Urb. Villafranca del Castillo Castillo de Manzanares, s/n Villanueva de la Cañada. 28692 Madrid, España </td> <td> Colegio Internacional SEK-Les Alpes Saint NicolasLa Chappelle Flumet-Val d'Arly Flumet 73590 France </td> </tr> </table>	Colegio Internacional SEK-Catalunya Urb. Els Tremolencs Avda. Els Tremolencs, 24-26 La Garriga. 08530 Barcelona, España	Colegio Internacional SEK-Ciudalcampo Urb. Ciudalcampo Paseo de la Perdices, 2 S.S. de los Reyes 28707 Madrid, España	Colegio Internacional SEK-El Castillo Urb. Villafranca del Castillo Castillo de Manzanares, s/n Villanueva de la Cañada. 28692 Madrid, España	Colegio Internacional SEK-Les Alpes Saint NicolasLa Chappelle Flumet-Val d'Arly Flumet 73590 France
Colegio Internacional SEK-Catalunya Urb. Els Tremolencs Avda. Els Tremolencs, 24-26 La Garriga. 08530 Barcelona, España	Colegio Internacional SEK-Ciudalcampo Urb. Ciudalcampo Paseo de la Perdices, 2 S.S. de los Reyes 28707 Madrid, España				
Colegio Internacional SEK-El Castillo Urb. Villafranca del Castillo Castillo de Manzanares, s/n Villanueva de la Cañada. 28692 Madrid, España	Colegio Internacional SEK-Les Alpes Saint NicolasLa Chappelle Flumet-Val d'Arly Flumet 73590 France				
Telephone	+34 93 871 84 48				
Fax	+34 93 871 77 17				
E-mail	sek-catalunya@sek.es				
Website	http://www.sek.es/				
Number of employees	100				
Short description of the company	<p>SEK International School is a private international school educating children from 3 – 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). German and French is also taught. We follow the International Baccalaureate Programme from Infants through to Primary and Secondary. In year 12 students may choose to follow the International Baccalaureate or the Spanish National Baccalaureate or both.</p>				
CONTACT DETAILS					
Contact person for this placement	Anita Pineda Sampson				
Department and designation / job title	Coordinator of Language Assistants				

Direct telephone number	00 34 93871 8448
E-mail address	anita.pineda@sek.es
Application Procedure	
Who to apply to	Ms Anita Pineda, SEK International School, Avenida Els Tremolencs, La Garriga, Barcelona, 08530 E mail: anita.pineda@sek.es Telephone: +34 93 871 84 48
Deadline for applications	Year round applications accepted.
Application process	Send CV Skype details and covering letter to anita.pineda@sek.es Once reviewed, suitable applicants will be contacted and interviewed by skype.

PLACEMENT INFORMATION

Department / Function	English, Spanish, German or French language classroom assistants in Infant, Primary and Secondary education at a private school that follows the International Baccalaureate programme.
Description of activities	<p>This placement is suited to students considering a career in Education and would like experience assisting in a private school that caters for infants, primary and secondary education.</p> <p>There are opportunities for students to assist in English, French, German, Science, Geography, History, Physical Education, Drama, Music, Art and Maths classes. There is also the opportunity to gain experience in sports coaching for interschool tournaments, debating clubs, school musical production, supervision at break times and other extra-curricular activities.</p> <p>Our pupils are aged from 3 – 18 years. You would be partnered according to your preference with an Infant, Primary or Secondary teacher.</p> <p>The minimum level of competence expected from the language assistant is C2 (CEFR) in all four skills.</p> <p>You would work alongside and support our bilingual teachers by helping with the planning and developing of activities and making/adapting resources according to children's abilities and learning styles.</p> <p>You would also take small conversation groups to allow our pupils to carry out skills-based activities and encourage communication in the target language. Through questioning, instructions, modelling, conversation and role plays you will be able to help our pupils practice reading, pronunciation, dictation, comprehension and speaking in authentic contexts, enabling them to improve their language skills and to better access our International Baccalaureate curriculum. You would support differentiation either on a one-to-one basis or through group work and provide extra support to pupils whose mother tongue is not Spanish, if required.</p> <p>Intercultural strategies are used to promote a positive learning environment and encourage the pupil's international mindedness and you would be expected to demonstrate an understanding, patient, warm, and receptive attitude towards the pupils and show interest in their progress.</p> <p>You would help out a maximum of 25 hours per week from Monday to Friday and one Saturday Open morning per term.</p> <p>It is preferred but not essential that you speak Spanish, however there is plenty of opportunity to practise your Spanish with our staff and you will also be provided with Spanish classes and language exchanges whilst you are here.</p>

Locations	La Garriga, Barcelona; Madrid; Almeria, Andalucia, Flumet, French Alps;
Start Date	Placements may start anytime from 01 September, last possible start date is 20th April.
Duration	Minimum 2 months – maximum 10 months
Working hours per week	Maximum 25 hours per week or as required by the University
Accommodation	Accommodation is provided in the school residence or flat sharing facilities with other assistants on the same programme.
Details of financial and “in-kind” support to be provided	Breakfast and lunch are provided at SEK Catalunya, Barcelona, SEK Ciudalcampo, SEK Alboran, Almeria and Madrid. Full board in a shared room is provided at SEK El Castillo, Madrid and SEK Les Alpes. Transport is provided from/to the airport on day of arrival and departure.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	English: Native or minimum level C2 (CEFR) For German and French assistants: Native or minimum level C1
Computer skills and level of skills required	Competent level Microsoft Word, Excel, Outlook and PowerPoint, Blogs
Drivers license	Not required
Other	Personal Travel Insurance and EHIC to be provided by student.

INFORMATION PROVIDED BY

Name	Anita Pineda Sampson
Department / Function	Coordinator of Language Assistants
E-mail address	anita.pineda@sek.es
Phone number(s)	00 34 93 871 84 48
Date	15/09/2015