

Erasmus+ Student Work Placement

EMPLOYER INFORMATION	
Name of organisation	SEK International School
Address inc post code	<div> Colegio Internacional SEK-Catalunya or Urb. Els Tremolencs Avda. Els Tremolencs, 24-26 La Garriga. 08530 Barcelona, España </div> <div> Colegio Internacional SEK-Ciudalcampo Urb. Ciudalcampo Paseo de la Perdices, 2 S.S. de los Reyes 28707 Madrid, España </div>
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	93
Short description of the company	Private International Trilingual School educating children from 3 – 18 years of age. 50 % of the tuition is given in English whilst the remainder is given in Spanish (and also Catalan at SEK-Catalunya). 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.
CONTACT DETAILS	
Contact person for this placement	Anita Pineda Sampson
Department and designation / job title	Additional Language Support
Direct telephone number	00 34 608061365
E-mail address	anita.pineda@sek.es
Application Procedure	
Who to apply to	Ms Anita Pineda, Colegio Internacional SEK Cataluña 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 and covering letter to anita.pineda@sek.es Once reviewed, suitable applicants will be contacted and interviewed by

	skype.

PLACEMENT INFORMATION	
Department / Function	English language assistant in Infant, Primary and Secondary education at a large, private school that follows the International Baccalaureate programme.
Description of activities	<p>This placement is particularly suited to students who are studying to become teachers and would like the experience of assisting in a large, private school that caters for infants, primary and secondary education.</p> <p>The minimum level of competence in English expected from the trainee is C2 (CEFR) in all four skills.</p> <p>To support the learning of English for our students in class, on the playground, doing sports activities, in the dining hall and at any other incidental opportunity. To help our students practice reading, pronunciation, dictation and speaking in authentic contexts.</p> <p>To work alongside and support our bilingual teachers by helping with the planning of activities, conversation and role plays, enabling our students to improve their English and to better access our curriculum.</p> <p>To take small conversation groups to allow students to carry out skills-based activities and encourage communication in English.</p> <p>To help with the supervision of students in their break times and extra curricular-activities.</p> <p>To demonstrate an understanding, patient, warm, and receptive attitude towards the students and show interest in the students' progress</p> <p>Our students are aged from 3 – 18 years. Most of our assistants are partnered according to their preference, with an Infant, Primary or Secondary teacher. There are also other roles where experience can be gained such as sports coaching for interschool tournaments and debating clubs.</p>
Location	La Garriga, Barcelona, Spain or San Sebastian de los Reyes, Madrid
Start Date	Placements may start anytime from 01 September and last possible start date is 24 March
Duration	Minimum 3 months – maximum 11 months
Working hours per week	20 - 25 hours
Accommodation	Accommodation is provided. Each assistant has their own room in the school residence sharing facilities with other assistants on the same programme.
Details of financial and “in kind” support to be provided	Breakfast and lunch are provided on school days only.

Other	Free use of indoor pool and tennis courts.
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COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	English: Native or minimum level C2 (CEFR)
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	English Language Support
E-mail address	anita.pineda@sek.es
Phone number(s)	00 34 93 871 84 48
Date	03/04/2014