

Erasmus+ Student Work Placement

EMPLOYER INFORMATION									
Name of organisation	SEK International Schools								
Addresses of schools participating in the programme.	<table border="0"> <tr> <td>Colegio Internacional SEK-Catalunya La Garriga. 08530 Barcelona, España</td> <td>Colegio Internacional SEK-Ciudalcampo S.S. de los Reyes 28707 Madrid, España</td> </tr> <tr> <td>Colegio Internacional SEK-El Castillo Villanueva de la Cañada 28692 Madrid, España</td> <td>Colegio Internacional SEK-Santa Isabel 28012 Madrid España</td> </tr> <tr> <td>Colegio Internacional SEK-Alborán El Ejido, Almeria, España.</td> <td>Colegio Internacional SEK-Atlantico Boa Vista, Poio. 36005 Pontevedra.</td> </tr> <tr> <td colspan="2">Colegio Internacional SEK-Les Alpes Flumet-Val d'Arly. 73590 Flumet, France</td> </tr> </table>	Colegio Internacional SEK-Catalunya La Garriga. 08530 Barcelona, España	Colegio Internacional SEK-Ciudalcampo S.S. de los Reyes 28707 Madrid, España	Colegio Internacional SEK-El Castillo Villanueva de la Cañada 28692 Madrid, España	Colegio Internacional SEK-Santa Isabel 28012 Madrid España	Colegio Internacional SEK-Alborán El Ejido, Almeria, España.	Colegio Internacional SEK-Atlantico Boa Vista, Poio. 36005 Pontevedra.	Colegio Internacional SEK-Les Alpes Flumet-Val d'Arly. 73590 Flumet, France	
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Website	http://www.sek.es/								
Number of employees	Approx 100 per school								
Short description of the company	<p>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.</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 Infant School through to Primary and Secondary School</p>								
Application Procedure									
Deadline for applications	Year round applications accepted.								
Application process	<p>Send CV, Skype details and covering letter to anita.pineda@sek.es</p> <p>Once reviewed, suitable applicants will be contacted and interviewed by skype.</p> <p>Please ensure you are eligible for the Erasmus+ Mobility Scheme</p>								
CONTACT DETAILS									
	Anita Pineda Sampson: International Placement Supervisor								

PLACEMENT INFORMATION	
Department / Function	Classroom assistants required for Nursery, Reception, Primary and Secondary. Also required specialists in Physical Education, Art, English, Drama, Science, Robotics, French and German.

Description of activities	<p>This placement is suited to students who would like experience assisting in a private school that caters for Nursery, Infant, Primary and Secondary education.</p> <p>There are opportunities for students to assist in the Nursery and Infant Education where we teach to read and write through the Jolly Phonics programme which is also used in the UK schools.</p> <p>There are also opportunities to help out in Primary and Secondary assisting many different subjects within the IB curriculum.</p> <p>Our pupils are aged from 0 – 18 years. You would be partnered according to your preference with an Nursery, Infant, Primary or Secondary teacher.</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.</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 27 hours per week from Monday to Friday and one Saturday Open morning per term.</p>
Locations	La Garriga, Barcelona; Madrid; Almeria, Andalucia, Pontevedra, Galicia. Flumet, French Alps;
Start Date	Placements may start anytime from 01 September 2017
Duration	Minimum 1 term – maximum 11 months
Working hours	Maximum 30 hours per week, or as required by your University
Accommodation	Accommodation is provided free of charge in the school residence or flats, sharing facilities with other assistants on the same Erasmus+ programme. There are no bills or rent to pay.
Details of financial and “in kind” support to be provided	<p>Breakfast and lunch are provided at SEK Catalunya, SEK Ciudalcampo, SEK Santa Isabel, SEK Alborán, and SEK Atlántico.</p> <p>Full board in a shared room is provided at SEK El Castillo, Madrid and SEK Les Alpes, France</p> <p>Transport is provided from/to the airport on day of arrival and departure.</p>

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	<p>Spanish is not required as you will have plenty of opportunity to learn and improve the language during your placement.</p> <p>English: Native or minimum level C2 (CEFR) is required. Or if you are applying to be a German or French assistant: Native or minimum level C1 in German or French.</p>
Computer skills required	Competent level Microsoft Word, Excel, Outlook and PowerPoint,

Other	Personal Travel Insurance, EHIC and Child Protection Certificate to be provided by student.
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INFORMATION PROVIDED BY	
Name	Anita Pineda Sampson
Department / Function	International Placement Supervisor
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Phone number(s)	00 34 93 871 84 48
Date	11/01/2017