

Erasmus Student Work Placement in Spain

EMPLOYER INFORMATION	
Name of organisation	Colegio Internacional SEK-Catalunya
Address inc post code	Colegio Internacional SEK-Catalunya Urb. Els Tremolencs Avda. Els Tremolencs, 24-26 La Garriga. 08530 Barcelona, España
Telephone	+34 93 871 84 48
Fax	+34 93 871 77 17
E-mail	sek-catalunya@sek.es
Website	http://www.sek.es/index.php?section=colegios/catalunya/presentacion
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 Catalan. 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 (including contact details)	Mr Philip Hudson, 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	Not applicable.
Application process	Send CV and covering letter to anita.pineda@sek.es Once reviewed, suitable applicants will be contacted and interviewed by phone or skype.
Please provide as much information on the placement as possible – too much information is better than not enough!	
PLACEMENT INFORMATION	
Department,	English language assistant in Infant, Primary and Secondary education at a large, private

Function	school that follows the International Baccalaureate programme.
Location	La Garriga, Barcelona, Spain and possibility of another centre based in Madrid
Start Date	Not applicable
Duration	Minimum 4 months – maximum 11 months
Working hours per week	20 - 25 hours
Description of activities,tasks	<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.</p> <p>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 English teacher. There are also other roles where experience can be gained such as assisting in the school library, sports coaching for interschool tournaments and debating clubs.</p>
Accommodation (please select)	Accommodation is provided. Each assistant has their own room in the school residence sharing facilities with 11 – 12 other assistants on the same programme.
Details of financial and “in kind” support to be provided	Breakfast and lunch is provided on school days only.
Other	
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	English: Native or minimum level C1 (CEFR)
Computer skills and level of skills required	Competent level Microsoft Word, Excel, Outlook and PowerPoint, Blogs
Drivers license	Not required
Other	