

## Student Work Placement

### French & English speaking Classroom Assistant (due to accommodation rules this placement is for female students only)

Employer Information	
Name of organisation	<b>SEK International School</b>
Address inc post code	<b>Colegio Internacional SEK-Alboran, Almeria. Spain</b>
Telephone	+34 93 871 84 48
E-mail	Anita.pineda@sek.es
Website	<a href="http://www.sek.es/">http://www.sek.es/</a>
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. German and French are 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.
Contact details	
Contact person for this placement	Anita Pineda
Department and designation / job title	International Placement Coordinator
E-mail address	anita.pineda@sek.es
Application Procedure	
Who to apply to	<b>Send CV, Skype details and covering letter to <a href="mailto:anita.pineda@sek.es">anita.pineda@sek.es</a></b> <b>Once reviewed, suitable applicants will be contacted and interviewed by Microsoft Teams.</b>
Deadline for applications	28 February 2023
Application process	Send CV and covering letter to <a href="mailto:anita.pineda@sek.es">anita.pineda@sek.es</a> Once reviewed, suitable applicants will be contacted and interviewed by Microsoft Teams. Please check location of schools before applying.



PLACEMENT INFORMATION	
Department / Function	<b>French</b> and English language assistant in Primary and Secondary education at a large, private school that follows the International Baccalaureate programme.
Description of activities	<ul style="list-style-type: none"> <li>• 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. The minimum level of competence expected from the trainee is B2 in <b>French</b> and C1 English (CEFR)</li> <li>• To support the learning of <b>French</b> and English for our students in class, on the playground, doing sports activities, in the dining hall and at any other incidental opportunity.</li> <li>• To help our students practice reading, pronunciation, dictation and speaking in authentic contexts.</li> <li>• 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 <b>French</b> and English.</li> <li>• To take small conversation groups to allow students to carry out skills-based-activities and encourage communication in <b>French</b> and English.</li> <li>• To help with the supervision of students in their break times and extra curricular-activities.</li> <li>• To demonstrate an understanding, patient, warm, and receptive attitude towards the students and show interest in the students' progress.</li> <li>• You will be assigned a Mentor who will be responsible for your professional development throughout your placement.</li> </ul>
Location	Almeria, Andalucia.
Start Date	Different dates available. Please enquire.
Duration	Minimum 2 months – maximum 10 months
Working hours per week	30 hours or as required by sending institution
Accommodation	Accommodation is provided sharing facilities with other assistants on the same programme.
Details of financial and “in kind” support to be provided	<ul style="list-style-type: none"> <li>• Salary: Unpaid, however you will be provided with free accommodation in rented flats or in the campus residence. All bills and internet are included.</li> <li>• You will be provided with breakfast and lunch on school days.</li> <li>• 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. These transfers are only offered if you carry out the placement for a minimum of one term.</li> </ul>

**COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS**

<p>Languages and level of competence required</p>	<p><b>French and English:</b> Native level speaker or B2 in <b>German</b> and C1 English (CEFR)</p>
<p>Other</p>	<p>The successful candidates will be required to purchase their flights to and from the airport in Spain.</p> <p>Personal Travel &amp; medical Insurance, Child Protection Certificate to be provided by student. EU and UK students should also apply for the EHIC or GHIC card.</p> <p>Non EU passport holders, which includes UK passport holders, can only reside in Spain for a maximum of 90 days on a tourist visa which is acceptable for our placements.</p>

**INFORMATION PROVIDED BY**

Name	Anita Pineda
Department / Function	International Placement Coordinator
E-mail address	anita.pineda@sek.es
Date	02/11/2022