

Student Work Placement

Nursery Assistants for International Schools in Spain

EMPLOYER INFORMATION	
Name of organisation	SEK International Schools
Addresses of schools with availability	<div> Colegio Internacional SEK-Catalunya La Garriga. 08530 Barcelona, España </div> <div> Colegio Internacional SEK-El Castillo Villanueva de la Cañada 28692 Madrid, España </div>
Website	http://www.sek.es/
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. We follow the International Baccalaureate Programme from Infant School through to Primary and Secondary School</p>
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> <p>Application deadline: 22 March 2021</p>
CONTACT DETAILS	Anita Pineda: International Placement Supervisor

PLACEMENT INFORMATION	
Position	Classroom assistants to help in the school crèche with children from 4 months to 3 years of age.
Description of activities	<p>This placement is suited to students who would like experience assisting in the school Nursery/Infant department. They will be encouraging children to understand and communicate in English whilst playing with and supervising them.</p> <p>TASKS</p> <p>Promote a positive learning environment, support the learning of English and support the teachers by helping with the planning and developing of activities. Provide feedback to the teachers regarding the children's behaviour, any noticeable changes in behaviour or any other important observations.</p> <p>Encourage the children to share, interact and cooperate within a group.</p>

	<p>Prepare crafts and organise activities based around such things as paint, crayons and paper and playdough.</p> <p>Read story books in English to the children and introduce vocabulary in English, such as colours, letters of the alphabet, modes of transport and types of animals.</p> <p>Help the children prepare for physical education activities, supervise the children during playtimes.</p> <p>Assist the children with their food at lunchtimes, prepare the beds for lunchtime siesta and supervise them during siesta. (Nursery 0 – 3 years of age)</p> <p>Change nappies (when necessary). (Nursery 0 – 3 years of age)</p> <p>Supervise the children to the school bus or to meet their parents at home time.</p> <ul style="list-style-type: none"> • Placement Duration: 10 months (shorter placements may be considered) • Language required: English. • Salary: Unpaid, however you will be provided with free accommodation in rented flats or in the campus residence. All bills and internet are included. • You will be provided with breakfast and lunch from Monday to Friday. • The successful candidates will be required to purchase their flights to and from Spain. 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. <p>You will be assigned a Mentor who will be responsible for your professional development throughout your placement.</p>
Locations	SEK Catalunya, La Garriga, Barcelona. SEK El Castillo, Madrid, Spain
Duration	September 2021– June 2022 (shorter stays are possible)
Working hours	Maximum 30 hours per week, or as required by your University
Accommodation	Accommodation is provided free of charge. There are no bills or rent to pay.
“in kind” support to be provided	Breakfast and lunch are provided on school days. Evening meals are also available on school days. Transport is provided from/to the airport on day of arrival and departure.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Skills, 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. English: Native or minimum level C1 (CEFR) is required.</p> <p>Experience working with children under 3 years of age.</p>
Other	Personal Travel and Medical Insurance and Child Protection Certificate to be provided by student. EU and UK students should have the EHIC card.

INFORMATION PROVIDED BY

Name	Anita Pineda
Department / Function	International Placement Supervisor
E-mail address	anita.pineda@sek.es
Date	05/02/2021

