

Student Work Placement

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

Employer Information	
Name of organisation	SEK International School
Address inc post code	Colegio Internacional SEK-Alboran, Almeria. Spain
Telephone	+34 93 871 84 48
E-mail	Anita.pineda@sek.es
Website	http://www.sek.es/
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). 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	Send CV, Skype details and covering letter to anita.pineda@sek.es Once reviewed, suitable applicants will be contacted and interviewed by skype.
Deadline for applications	Application deadline: 30 June 2021
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	German and English language assistant in Primary and Secondary education at a large, private school that follows the International Baccalaureate programme.	
Description of activities	<ol style="list-style-type: none"> 1) 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. 2) The minimum level of competence in German and English expected from the trainee is C2 (CEFR) in all four skills. 3) To support the learning of German and English for our students in class, on the playground, doing sports activities, in the dining hall and at any other incidental opportunity. 4) To help our students practice reading, pronunciation, dictation and speaking in authentic contexts. 5) 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 German and English. 6) To take small conversation groups to allow students to carry out skills-based-activities and encourage communication in German and English. 7) To help with the supervision of students in their break times and extra curricular-activities. 8) To demonstrate an understanding, patient, warm, and receptive attitude towards the students and show interest in the students' progress. 	
Location	Almeria, Andalucia.	
Start Date	February – June 2022 (shorter stays can be arranged if necessary)	
Duration	Minimum 2 months – maximum 11 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	Breakfast and lunch are provided on school days.	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	German and English: Native speaker or C2 (CEFR)
Driving license	Not required
Other	Personal Travel and Medical Insurance and EHIC or GHIC to be provided by student.

INFORMATION PROVIDED BY		
Name	Anita Pineda	
Department / Function	International Placement Coordinator	
E-mail address	anita.pineda@sek.es	
Date	18/06/2021	