

Student Work Placement

Science Laboratory Classroom Assistants for International Schools in Spain

EMPLOYER INFORMATION					
Name of organisation	SEK International Schools				
Addresses of schools participating in the programme.	<table border="0"> <tr> <td>Colegio Internacional SEK-Catalunya</td> <td>Colegio Internacional SEK-El Castillo</td> </tr> <tr> <td>La Garriga. 08530 Barcelona, España</td> <td>Villanueva de la Cañada 28692 Madrid, España</td> </tr> </table>	Colegio Internacional SEK-Catalunya	Colegio Internacional SEK-El Castillo	La Garriga. 08530 Barcelona, España	Villanueva de la Cañada 28692 Madrid, España
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Website	http://www.sek.es/				
Short description of the company	<p>SEK International School is a private international school educating children from Early Years to Secondary Education 4 months – 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 and French at SEK Les Alpes). We follow the International Baccalaureate Programme from Infant School through to Primary and Secondary School. We also have an extensive extra-curricular programme.</p>				
Application Procedure	<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 check location of schools before applying.</p> <p>Application deadline: 16th February 2020</p>				

PLACEMENT INFORMATION	
Position - Science	This placement is suited to students who would like experience assisting in a private international school where you would work alongside and support our teachers by helping with the planning and developing of activities for the Science classes and laboratory .
Description of activities	<p>To assist with laboratory practices for Biology, Chemistry, and Physics in both Primary and Secondary education. Encourage students to consider environmental issues and carry out ECO projects around the school. You would also prepare lab reports and the steps of various experiments. Help the students with extra explanations and help with their reports and projects.</p> <ul style="list-style-type: none"> • Placement Duration: 4 - 10 months • Language required: English

	<ul style="list-style-type: none"> • 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. • Free airport transfers are provided when you arrive in Spain to take you to your accommodation and to take you back to the airport when you complete your contract. • The successful candidates will be required to purchase their flights to and from Spain, personal travel insurance and their International Child Protection Certificate (ICPC) <p>You will be assigned a Mentor who will be responsible for your professional development throughout your placement.</p>
Duration	September 2020 – June 2021 (shorter stays can be arranged if necessary)
Working hours	Maximum 30 hours per week, or as required by your University. One Saturday Open morning per term.
Accommodation	Accommodation is provided free of charge in the school residence or flats, sharing facilities with other assistants on the same programme. There are no bills or rent to pay.
Details of financial and “in kind” support to be provided	Breakfast and lunch are provided on school days. Transport is provided from/to the airport on day of arrival and departure.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	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 C2 (CEFR) is required.
Computer skills required	Competent level Microsoft Word, Outlook and PowerPoint,
Other	Personal Travel Insurance and Child Protection Certificate to be provided by student. EU students should apply for the EHIC card.

INFORMATION PROVIDED BY

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Department / Function	International Placement Supervisor
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Date	21/01/20