

# Student Work Placement

## Secondary School Classroom Assistants for English and Humanities at International Schools in Spain

EMPLOYER INFORMATION	
Name of organisation	SEK International Schools
Addresses of schools	<p><b>Colegio Internacional SEK-Atlantico</b> Boa Vista, Poio. 36005 Pontevedra. Galicia, Spain.</p> <p><b>Colegio Internacional SEK-Ciudalcampo</b> S.S. de los Reyes 28707 Madrid, Spain.</p> <p><b>Colegio Internacional SEK El Castillo</b> Villanueva de la Cañada 28692 Madrid, Spain.</p>
Website	<a href="http://www.sek.es/">http://www.sek.es/</a>
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><b>Send CV, Skype details and covering letter to <a href="mailto:anita.pineda@sek.es">anita.pineda@sek.es</a></b></p> <p><b>Once reviewed, suitable applicants will be contacted and interviewed by skype.</b></p> <p>Application deadline: <b>16th February 2020</b></p>
CONTACT DETAILS	Anita Pineda Sampson: International Placement Supervisor

PLACEMENT INFORMATION	
Department / Function	Classroom assistant to help out in the <b>Secondary School</b> assisting in the teaching of English to students between 12 and 18 years of age. Possibility to assist in Geography and History (Humanities) classes too.
Description of activities	<ul style="list-style-type: none"> <li>Suitable for students of: Education, Politics, Humanities, Sociology, Psychology, Modern Languages (Spanish) English, EFL.</li> </ul> <p>This placement is suited to students who would like experience assisting with the <b>teaching of</b></p>

	<p><b>English.</b> You will be encouraging the students to communicate in English, help them with their Powerpoint presentations, assisting with English language structure, pronunciation, vocabulary and also with other classroom activities.</p> <p>You would work alongside and support our bilingual teachers by helping with the planning and developing of activities and making/adapting resources according to the pupils' abilities and learning styles.</p> <p>Intercultural strategies are used to promote a positive learning environment and encourage the pupil's international mindedness and you would be expected to demonstrate an understanding, patient, warm, and receptive attitude towards the pupils and show interest in their progress.</p> <p>You would help out a maximum of 30 hours per week from Monday to Friday and one Saturday Open morning at the end of term.</p> <ul style="list-style-type: none"> <li>• Placement Duration: 10 months (shorter placements may be considered)</li> <li>• Language required: English</li> <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 from Monday to Friday.</li> <li>• 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.</li> <li>• You will be assigned a Mentor who will be responsible for your professional development throughout your placement.</li> </ul>
Locations	Madrid and Pontevedra, Spain.
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
Accommodation	Accommodation is provided free of charge, 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.
Other	Personal Travel Insurance and Child Protection Certificate to be provided by student. EU students should apply for the EHIC card.

## INFORMATION PROVIDED BY

Name	Anita Pineda Sampson
Department / Function	International Placement Supervisor
E-mail address	anita.pineda@sek.es
Date	21/01/2020

