

Erasmus+ Student Work Placement

EMPLOYER INFORMATION	
Name of organisation	SEK International Schools
Addresses of schools participating in the programme.	Colegio Internacional SEK-El Castillo Villanueva de la Cañada 28692 Madrid, España
Website	http://www.sek.es/
Short description of the company	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. 50 % of the tuition is given in English whilst the remainder is given in Spanish (and also Catalan at SEK-Catalunya). German and French is also taught. We follow the International Baccalaureate Programme from Infant School through to Primary and Secondary School
Application Procedure	
Application process	Send CV, Skype details and covering letter to anita.pineda@sek.es Once reviewed, suitable applicants will be contacted and interviewed by skype. Please ensure you are eligible for the Erasmus+ Mobility Scheme Application deadline 08 June 2019
CONTACT DETAILS	
	Anita Pineda Sampson: International Placement Supervisor

PLACEMENT INFORMATION	
Department	Boarding School Assistant
Description of activities	<p>This Placement is for a female, preferably native English speaker with experience in either of the following: Special Needs Education or Sports.</p> <p>This placement is suited to a female student who would like experience assisting in a private school boarding house. In addition you would have the opportunity to have Classroom experience in the school.</p> <p>You would be based at SEK El Castillo International School in Madrid. You would mainly be helping with the activities at the SEK El Castillo Boarding School after School hours, some weekends and approximately 5 hours per week assisting in the classroom.</p> <p>You would reside in the School boarding house, on the same premises as the boarders which is approx 5 minutes away from the University accommodation where the other Placement Students reside and you would receive full board and laundry service.</p> <p>It would be preferable but not essential if you have experience assisting in Summer Camps abroad.</p>

	<p>You would assist in organising after school activities, assist with homework and be committed to the personal development and well being of the boarders. You would supervise them after School hours and give them more individual help with homework. You would need to ensure they are responsible and on time for their daily duties, getting up for breakfast, not late for School etc</p> <p>You would also be interested in their psychological and emotional development.</p> <p>In the school classroom, you would work alongside and support our bilingual teachers by helping with the planning and developing of activities and making/adapting resources according to pupils abilities and learning styles.</p> <p>You would also take small conversation groups to allow our pupils to carry out skills-based activities and encourage communication in the target language.</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>
Locations	Madrid
Start Date	02 September 2019
Duration	Minimum 1 term
Working hours	Maximum 30 hours per week, or as required by your University
Accommodation	Full board accommodation is provided free of charge in the school residence. Bills and laundry service are included.
Details of financial and "in kind" support to be provided	Transport is provided from/to the airport on day of arrival and departure. Accommodation and meals provided.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

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.</p> <p>English: Native or minimum level C2 (CEFR) is required</p>
Computer skills required	Competent level Microsoft Word, Excel, Outlook and PowerPoint,
Other	Personal Travel Insurance, EHIC and Child Protection Certificate to be provided by student.

INFORMATION PROVIDED BY

Name	Anita Pineda Sampson
Department / Function	International Placement Supervisor
E-mail address	anita.pineda@sek.es
Phone number(s)	00 34 93 871 84 48

Date	24/05/2019
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