[Institución Educativa SEK](http://sek-web-institucionsek.azurewebsites.net/)

Principio del formulario

Final del formulario

**Erasmus+ Student Work Placement**

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| **EMPLOYER INFORMATION** | |
| Name of organisation | **SEK International Schools** | |
| Address inc post code | **Colegio Internacional SEK-Catalunya Colegio International SEK-Ciudalcampo**  Urb. Els Tremolencs Urb. Ciudalcampo Avda. Els Tremolencs, 24-26 Paseo de la Perdices, 2 La Garriga. S.S. de los Reyes 08530 Barcelona, España 28707 Madrid, España  **Colegio International SEK-El Castillo Colegio Internacional SEK-Santa Isabel**  Urb. Villafranca del Castillo Calle San Ildefonso 18 Castillo de Manzanares, s/n 28012 Madrid Villanueva de la Cañada. España 28692 Madrid, España  **Colegio Internacional SEK-Alborán Colegio Internacional SEK-Atlantico** Urb. Almerimar, C/Barloveto, 141 Urb. A Caeira, Illa de Arousa 4 El Ejido, Almeria, España. Boa Vista, Poio. 36005 Pontevedra.  **Colegio Internacional SEK-Les Alpes** St Nicolas La Chapelle, Flumet-Val d'Arly. 73590 Flumet, France | |
| Telephone, Fax | +34 93 871 84 48 Fax: +34 93 871 77 17 | |
| E-mail | anita.pineda@sek.es | |
| Website | http://www.sek.es/ | |
| Number of employees | Approx 100 per school | |
| 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 | |
| **CONTACT DETAILS** |
| Contact person for this placement: Anita Pineda Sampson | |
| Department and designation / job title | International Placement Supervisor | |
| Direct telephone number | 00 34 93871 8448 | |
| E-mail address | anita.pineda@sek.es | |
| **Application Procedure** |
| Who to apply to: Ms Anita Pineda, SEK International School, E mail: [anita.pineda@sek.es](mailto:anita.pineda@sek.es)  Telephone : +34 93 871 84 48 | |
| Deadline for applications | Year round applications accepted. | |
| Application process | Send CV, Skype details and covering letter to [anita.pineda@sek.es](mailto:anita.pineda@sek.es)  Once reviewed, suitable applicants will be contacted and interviewed by skype. | |
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| **PLACEMENT INFORMATION** | |
| Department / Function | Classroom assistants required for Reception, Primary and Secondary. Also required specialists in Physical Education, Art, English, Drama, Science, Robotics, French and German. | |
| Description of activities | This placement is suited to students who would like experience assisting in a private school that caters  for Nursery, Infant, Primary and Secondary education.  There are opportunities for students to assist in the Nursery and Infant Education where we teach to  read and write through the Jolly Phonics programme which is also used in the UK schools.  There are also opportunities to help out in Primary and Secondary assisting many different subjects within the IB curriculum.  Our pupils are aged from 0 – 18 years. You would be partnered according to your preference with an Nursery, Infant, Primary or Secondary teacher.    You would work alongside and support our bilingual teachers by helping with the planning and  developing of activities and making/adapting resources according to children’s abilities and learning  styles.  You would also take small conversation groups to allow our pupils to carry out skills-based activities and encourage communication in the target language.  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.  You would help out a maximum of 27 hours per week from Monday to Friday and one Saturday Open morning per term. | |
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| Locations | La Garriga, Barcelona; Madrid; Almeria, Andalucia, Pontevedra, Galicia. Flumet, French Alps; | |
| Start Date | Placements may start anytime from 01 September 2017 | |
| Duration | Minimum 1 term – maximum 11 months | |
| Working hours per week | Maximum 27 hours per week, or as required by your University | |
| Accommodation | Accommodation is provided free of charge in the school residence or flats, sharing facilities with other assistants on the same Erasmus+ programme. There are no bills or rent to pay. | |
| Details of financial and “in kind” support to be provided | Breakfast and lunch are provided at SEK Catalunya, SEK Ciudalcampo, SEK Santa Isabel, SEK Alborán, and SEK Atlántico.  Full board in a shared room is provided at SEK El Castillo and SEK Les Alpes.  Transport is provided from/to the airport on day of arrival and departure. | |

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| **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. Or if you are applying to be a German or French assistant: Native or minimum level C1 in German or French. | |
| Computer skills and level of skills required | Competent level Microsoft Word, Excel, Outlook and PowerPoint, Blogs | |
| Driver’s license | Not required | |
| Other | Personal Travel Insurance and EHIC to be provided by student. | |

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| **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 | 04/11/2016 | |