

# Erasmus+ Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	KONTAKT Centrum Języków Obcych. EDUSYSTEM Sp. z o.o.
Address	PLAC BERNARDYŃSKI 1A/1 (in the city center)
Postal Code	61-844
City	Poznań
Country	Poland
Telephone	+ 48 61 851 31 41
Fax	+ 48 61 851 38 27
E-mail	<a href="mailto:kontakt@cjo.pl">kontakt@cjo.pl</a> <a href="mailto:kontaktespanol@cjo.pl">kontaktespanol@cjo.pl</a>
Website	<a href="http://www.kontakt.cjo.pl">www.kontakt.cjo.pl</a> <a href="http://www.kontaktespanol.pl">www.kontaktespanol.pl</a>
Size of enterprise	medium
Year of foundation	2 000
Short Description of the Company	KONTAKT is a private language school offering language courses for older teenagers and adults (English, Spanish, German, French, Italian, Portuguese, Russian, Catalan and Polish). Apart from general, business and exam preparation courses, the school organizes lots of additional events, activities and festivals, promoting European culture and the idea of learning languages and travelling around the world. The school also cooperates with schools situated in other European countries (the UK, Malta, Ireland, Spain, Germany, France, Portugal, Italy), offering students language courses abroad. The school is also an authorized ETS exam center, administrating exams in English, German and French.
Other	Since 2012 the school has successfully hosted Erasmus, Erasmus+ and Leonardo da Vinci trainees from Spain, Germany, Portugal, Italy, France, Finland, Croatia, Greece, Cyprus, Romania etc. The school's staff is mostly Polish but we've also got many foreign teachers- native speakers of English, Spanish, Italian, Russian and Portuguese.

CONTACT PERSON DETAILS	
Name	Katarzyna Skrzypczak
Department / Function	Director of studies
Direct mobile	+ 48 608 657 002
Direct e-mail address	<a href="mailto:kasia@cjo.pl">kasia@cjo.pl</a>

<b>PLACEMENT INFORMATION</b>	
Department / Function	<b>English language &amp; culture assistant</b>
Description of activities	<p>We believe that teaching languages is much more than practicing grammar structures and new vocabulary. That is why, apart from traditional language courses, we offer our students lots of additional events and activities, promoting European culture and the idea of learning languages. By hosting a trainee we'd like to further improve cultural awareness of our students and teachers and make our language and cultural program for students more complex and regular.</p> <p>The trainee's tasks will include:</p> <ul style="list-style-type: none"> <li>▪ organizing and supporting language &amp; cultural events, activities</li> <li>▪ giving guest lectures about his/her country, culture and traditions</li> <li>▪ organizing language workshops and culture classes</li> <li>▪ leading English conversation club</li> <li>▪ teaching English to teenager and adult students</li> <li>▪ assisting students with individual learning problems during duty hours at school</li> <li>▪ assisting teachers and students during language courses</li> <li>▪ developing teaching materials, especially those related with cultural topics</li> <li>▪ translation work, preparing materials promoting culture and learning languages for school's websites and social media</li> <li>▪ cooperating with language schools abroad</li> </ul>
Duration	min. 2 – max. 12 months within 2020 or 2021
Working hours / Weekly working hours	Monday- Friday, flexible hours depending on specific tasks The school is open 9:00 am-9:00 pm, most classes are held in the afternoons and evenings (4 p.m. to 9 p.m.)
City	Poznań, Poland The school is located in the historical city center, next to the Old Market
Help with finding accommodation	The school can help with finding accommodation, planning the journey etc
Other	The school can offer a free language course

<b>REQUIREMENTS</b>	
Oral and written language skills	Native knowledge of English or graduation from the English language department (C1/C2 level of English), interest in culture, good communication skills
	Languages, linguistics, literature, culture, tourism, education, methodology of teaching etc
	Basic computer skills, ability to use modern technologies in the classroom
	We expect the trainee to be a creative, flexible and communicative person. Teamwork skills would also be very important. We would appreciate any experience in education sector.