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

**Student Work Placement**

**German & English speaking Classroom Assistant**

**(due to accommodation rules this placement is for female students only)**

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| **Employer Information** | | | |  |
| Name of organisation | **SEK International School** | | |  |
| Address inc post code | **Colegio Internacional SEK-Alboran, Almeria. Spain** | | |  |
| Telephone | +34 93 871 84 48 | | |  |
| E-mail | Anita.pineda@sek.es | | |  |
| Website | http://www.sek.es/ | | |  |
| Short description of  the company | Private International Trilingual School educating children from 3 – 18 years of age. 50 % of the tuition is given in English whilst the remainder is given in Spanish (and also Catalan at SEK-Catalunya). German and French are also taught. We follow the International Baccalaureate Programme from Infants through to Primary and Secondary. In year 12 students may choose to follow the International Baccalaureate or the Spanish National Baccalaureate or both. | | |  |
| **Contact details** | | | |  |
| Contact person for this placement | | | Anita Pineda |  |
| Department and designation / job title | | | International Placement Coordinator |  |
| E-mail address | | | anita.pineda@sek.es |  |
| **Application Procedure** | | | |  |
| Who to apply to | | **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.** | |  |
| Deadline for applications | | Application deadline: 30 June 2021 | |  |
| Application process | | Send CV 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 | **German** and English language assistant in Primary and Secondary education at a large, private school that follows the International Baccalaureate programme. |  |
| Description of activities | 1. This placement is particularly suited to students who are studying to become teachers and would like the experience of assisting in a large, private school that caters for infants, primary and secondary education. 2. The minimum level of competence in **German** and English expected from the trainee is C2 (CEFR) in all four skills. 3. To support the learning of **German** and English for our students in class, on the playground, doing sports activities, in the dining hall and at any other incidental opportunity. 4. To help our students practice reading, pronunciation, dictation and speaking in authentic contexts. 5. To work alongside and support our bilingual teachers by helping with the planning of activities, conversation and role plays, enabling our students to improve their **German** and English. 6. To take small conversation groups to allow students to carry out skills-based-activities and encourage communication in **German** and English. 7. To help with the supervision of students in their break times and extra curricular-activities. 8. To demonstrate an understanding, patient, warm, and receptive attitude towards the students and show interest in the students’ progress. |  |
| Location | Almeria, Andalucia. |  |
| Start Date | February – June 2022 (shorter stays can be arranged if necessary) |  |
| Duration | Minimum 2 months – maximum 11 months |  |
| Working hours per week | 30 hours or as required by sending institution |  |
| Accommodation | Accommodation is provided sharing facilities with other assistants on the same programme. |  |
| Details of financial and  “in kind” support to  be provided | Breakfast and lunch are provided on school days. |  |

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| **COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS** | |
| Languages and level of competence required | **German and English**: Native speaker or C2 (CEFR) |
| Driving license | Not required |
| Other | Personal Travel and Medical Insurance and EHIC or GHIC to be provided by student. |

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| **INFORMATION PROVIDED BY** | |  |
| Name | Anita Pineda |  |
| Department / Function | International Placement Coordinator |  |
| E-mail address | anita.pineda@sek.es |  |
| Date | 18/06/2021 |  |