

Student Placement

Early Years and Primary Education Classroom Assistant

Employer Information	
Name of organisation	SEK International Schools
Website	http://www.sek.es/
SEK International Schools is a private international school group, educating children from 0-18 years of age. We follow the International Baccalaureate (IB) Programme at infant, primary and secondary levels, as well as the Diploma Programme.	
Our schools:	
SEK Catalunya – Catalunya (Av./ Tremolencs 24-26, La Garriga, 08530 Barcelona) <ul style="list-style-type: none"> - Accommodation: On-campus flat, shared rooms (two same-gender students per room), 12 assistants at a time - Transport: 1-min walk to school; 45-minute train ride to Barcelona (in free time) - Languages spoken: English 70%, Spanish 15%, Catalan 15% - Placement areas: Nursery (0-3 years), infant (3-6 years), primary (6-12 years), secondary (12-18 years) 	
SEK Santa Isabel – Madrid (C/ San Ildefonso, 18, 28012, Madrid) <ul style="list-style-type: none"> - Accommodation: Off-site flat in central Madrid for 3 assistants at a time (individual rooms) - Transport: 30-minute walk or 5-minute metro ride to school - Languages spoken: English and Spanish - Placement areas: Infant (3-6 years), primary (6-12 years) 	
SEK Atlántico – Pontevedra (Boa Vista, Poio. 36005 Pontevedra) <ul style="list-style-type: none"> - Accommodation: Off-site flat in Pontevedra for 4 assistants at a time (individual rooms) - Transport: 15-minute walk or 5-minute free school bus trip to school - Languages spoken: English, Spanish and Galician - Placement areas: Infant (3-6 years), primary (6-12 years), secondary (12-18 years). 	
SEK Alborán – Almería (C/Barlovento, 143. El Ejido. 04711 Almería) <ul style="list-style-type: none"> - Accommodation: Women-only off-site flat in Almería, 4 assistants at a time (individual rooms) - Transport: 50-minute free school bus trip to school - Languages Spoken: Spanish and English - Placement Areas: Primary (6-12 years), secondary (12-18 years, including English, French and German) 	
SEK Ciudalcampo – Madrid (Paseo de las Perdices, 2, Urb. Ciudalcampo 28707 Madrid) <ul style="list-style-type: none"> - Accommodation: Off-site flats in a residential area for 6 assistants at a time (individual rooms) - Transport: 20-minute free school bus trip to school; 45 minutes to central Madrid via public transport (in free time) - Languages Spoken: Spanish and English - Placement Areas: Infants (3-6 years), primary (6-12 years), secondary (12-18 years) 	
SEK El Castillo – Madrid (C/ Castillo de Manzanares, s/n, Urb. Villafranca del Castillo 28692, Madrid)	

- Accommodation: Women-only on-site university residence (shared rooms, two assistants per room) 10 assistants at a time
- Placement Areas: Nursery (0-3 years), infant (3-6 years), primary (6-12 years), secondary (12-18 years, Science only).

SEK Les Alpes – France (St Nicolás La Chapelle. Val d'Arly. Flumet 73590, France)

- Accommodation: On-campus individual rooms (full board provided) for three assistants
- Languages Spoken: French, Spanish, and English
- Placement Areas: Secondary education, assisting with sports and weekend activities
- Specialist Subjects: Secondary education, French, Humanities, Mountain Sports

SEK Dublin – Ireland (Belvedere Hall, Windgates, Greystones, Co. Wicklow, A63 EY23, Ireland)

- Accommodation: Not included (support provided to find host families)
- Transport: Transportation provided on school days; also covers Saturday trips
- Placement areas: Secondary (12-18 years), including mid-term breaks (by prior request) and Saturday trips (three times a month)

Placement Information

English Department	<p>This placement is suited to assistants who would like experience assisting in a private international school, supporting their partner teachers teaching in early years or primary education.</p> <p>Suitable for students of: Education, Childhood Studies, Psychology, Modern Languages (Spanish), English, Sports, Theatre, Sciences, EFL.</p> <p>They will be encouraging children to communicate in English, supervise them during recreational activities and help in other classroom activities.</p> <p>* Available at all SEK schools</p>
Drama & English Department	<p>This placement is suited to assistants who would like experience assisting in the teaching of Drama and English.</p> <p>They would also play a major part in the direction and production of the school musical which we start preparing for in January, culminating in April-May with the performance.</p> <p>* Available at SEK Catalunya only</p>
Physical Education Department	<p>Placement suited to those with studies in Physical Education. Preference given to students of Sports Science and Coaching degrees.</p> <p>They assist in school sports tournaments and help with the diverse range of sports activities in the school curriculum.</p> <p>* Available at Catalunya, Ciudalcampo, El Castillo and (women only) at Santa Isabel</p>
Science Department	<p>This placement is suited to assistants who would like to assist with laboratory practices for Biology, Chemistry, and Physics in both primary and secondary education. Assistants encourage students to consider environmental issues and carry</p>

	<p>out environmental projects around the school. They would also prepare lab reports and the steps of various experiments. Help the students with extra explanations and help with their reports and projects.</p> <p>* Available at SEK Catalunya, Atlántico and El Castillo</p>
English Department and either French or German Department	<p>Placement is suitable for students who would like to assist with French or German and as an English language assistant in primary and secondary education.</p> <p>The minimum level of competence expected from the trainee is C1 in French or German and C1 English (CEFR)</p> <p>Objective - to help our students practice reading, pronunciation, dictation and speaking in authentic contexts.</p> <p>Available at SEK Alboran, Atlántico and Les Alpes</p>
Responsibilities (applicable to all departments)	<p>Teaching assistants work alongside and support our teachers by helping with the planning and developing of activities and making/adapting resources according to children's abilities and learning styles.</p> <p>They are assigned a mentor who is responsible for their professional development throughout their placement.</p> <p>Intercultural strategies are used to promote a positive learning environment and encourage pupils' international mindedness, and they are expected to demonstrate an understanding, patient, warm, and receptive attitude towards pupils, showing interest in their progress.</p> <p>Teaching assistants work a maximum of 30 hours per week from Monday to Friday and one open morning on a Saturday at the end of term.</p>

Application Procedure	
Application process	<p>Complete https://forms.office.com/Pages/ResponsePage.aspx?id=-bli-dni7km5jBS0Aval31YQDICUiclKrAPLVVR8P5RUN08xSkI4T04yU1IPQjILU1NKS0IWMU5EUS4u</p> <p>Send an updated CV internationalrelations@sek.es, and outline briefly in your email your motivation and suitability for the position.</p> <p>Once reviewed, suitable applicants will be contacted and interviewed via Microsoft Teams. If candidates do not receive a response within twenty days of submitting their application, they should consider that their application has not been successful. We sincerely appreciate their interest, and the time invested in this process.</p>
Deadline for applications	<p>Please check location of schools before applying.</p> <p>Applications are accepted all year round</p>
Working hours	Maximum 30 hours per week, or as required by your university
Start date	School Year runs from SEPTEMBER TO JUNE. Placements range from three months to a full academic year. Applicants with availability to stay for the full academic year will have priority.
Accommodation	Accommodation is provided free of charge. There are no bills or rent to pay.

Support provided	<ul style="list-style-type: none"> • Unpaid internship (Erasmus+ funding available, contact your university for details) • Free breakfast and lunch on school days (full board at some locations) • Free airport transfers to and from accommodation are provided on arrival and on completion of contract. Transfers only offered for placements of a minimum of one term. • Free Spanish language classes provided
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Competencies, Skills and Experience Requirements

Languages and levels 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 speaker level or minimum level C1 (CEFR) is required.</p>
Other - required documentation	<p>Successful candidates will be required to cover their transport to and from the region or airport in Spain.</p> <p>Documentation needed:</p> <ul style="list-style-type: none"> - Personal Travel & medical insurance - Child protection certificate to be provided by student - EU and UK students should also apply for the EHIC or GHIC card

Information provided by

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