

# Student Placement

Drama and English Classroom Assistants for International School in Spain

EMPLOYER INFORMATION	
Name of organisation	SEK International Schools
Address of schools participating in the programme.	Colegio Internacional SEK-Catalunya La Garriga. 08530 Barcelona, España
Website	<a href="http://www.sek.es/">http://www.sek.es/</a>
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 and French at SEK Les Alpes). We follow the International Baccalaureate Programme from Infant School through to Primary and Secondary School
Application procedure	Send CV and covering letter to <a href="mailto:anita.pineda@sek.es">anita.pineda@sek.es</a>  Once reviewed, suitable applicants will be contacted and interviewed via Microsoft Teams.  Please check location of school before applying.  Application deadline: 03 March 2022
CONTACT DETAILS	Anita Pineda: International Placement Supervisor

PLACEMENT INFORMATION	
Department / Function	Classroom assistants and specialists required for the teaching of <b>Drama and English</b> .
Description of activities	<p>This placement is suited to students who would like experience assisting in the teaching of Drama and English.</p> <p><b>You would also play a major part in the Direction and Production of the school musical</b> which we start preparing for in January, culminating in April with the performance.</p> <p>You would work alongside and support our <b>Drama and English teacher</b> by helping with the planning and developing of activities and making/adapting resources according to students abilities and learning styles.</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,</p>

	<p>patient, warm, and receptive attitude towards the pupils and show interest in their progress.</p> <p>You would help out a maximum of 30 hours per week from Monday to Friday and one Saturday Open morning per term.</p> <ul style="list-style-type: none"> <li>• Placement Duration: 10 months (shorter placements may be considered)</li> <li>• Language required: English.</li> <li>• Salary: Unpaid, however you will be provided with free accommodation in rented flats or in the campus residence. All bills and internet are included.</li> <li>• You will be provided with breakfast and lunch from Monday to Friday.</li> <li>• The successful candidates will be required to purchase their flights to and from Spain.</li> <li>• Free airport transfers are provided when you arrive to take you to your accommodation and to take you back to the airport when you complete your contract.</li> </ul>
Locations	SEK Catalunya, La Garriga, Barcelona;
Duration	September 2022 – June 2023 (shorter stays of just 1 or 2 terms can be arranged if necessary)
Working hours	Maximum 30 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 programme. There are no bills or rent to pay.
Details of financial and “in kind” support to be provided	<p>Breakfast and lunch are provided on school days.</p> <p>Transport is provided from/to the airport on day of arrival and departure if placement is for minimum 1 complete term.</p>

## 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>
Other	<p>Personal Travel &amp; medical Insurance, Child Protection Certificate to be provided by student.</p> <p>EU and UK students should apply for the EHIC or GHIC card.</p>

## INFORMATION PROVIDED BY

Name	Anita Pineda
Department / Function	International Placement Supervisor
E-mail address	anita.pineda@sek.es
Date	25/01/2022



# Student Placement

## Early years and Primary Education Classroom Assistant

EMPLOYER INFORMATION							
Name of organisation	SEK International Schools						
Addresses of schools	<table> <tr> <td>Colegio Internacional SEK-Catalunya La Garriga. 08530 Barcelona, España</td><td>Colegio Internacional SEK-Ciudalcampo S.S. de los Reyes 28707 Madrid, España</td></tr> <tr> <td>Colegio Internacional SEK-El Castillo Villanueva de la Cañada 28692 Madrid, España</td><td>Colegio Internacional SEK-Santa Isabel 28012 Madrid España</td></tr> <tr> <td>Colegio Internacional SEK-Alborán El Ejido, Almeria, España.</td><td>Colegio Internacional SEK-Atlantico Boa Vista, Poio. 36005 Pontevedra.</td></tr> </table>	Colegio Internacional SEK-Catalunya La Garriga. 08530 Barcelona, España	Colegio Internacional SEK-Ciudalcampo S.S. de los Reyes 28707 Madrid, España	Colegio Internacional SEK-El Castillo Villanueva de la Cañada 28692 Madrid, España	Colegio Internacional SEK-Santa Isabel 28012 Madrid España	Colegio Internacional SEK-Alborán El Ejido, Almeria, España.	Colegio Internacional SEK-Atlantico Boa Vista, Poio. 36005 Pontevedra.
Colegio Internacional SEK-Catalunya La Garriga. 08530 Barcelona, España	Colegio Internacional SEK-Ciudalcampo S.S. de los Reyes 28707 Madrid, España						
Colegio Internacional SEK-El Castillo Villanueva de la Cañada 28692 Madrid, España	Colegio Internacional SEK-Santa Isabel 28012 Madrid España						
Colegio Internacional SEK-Alborán El Ejido, Almeria, España.	Colegio Internacional SEK-Atlantico Boa Vista, Poio. 36005 Pontevedra.						
Website	<a href="http://www.sek.es/">http://www.sek.es/</a>						
Short description of the company	<p>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.</p> <p>50 % of the tuition is given in English whilst the remainder is given in Spanish. We follow the International Baccalaureate Programme from Infant School through to Primary and Secondary School</p>						
Application Procedure							
Application process	<p>Send CV and covering letter to <a href="mailto:anita.pineda@sek.es">anita.pineda@sek.es</a></p> <p>Once reviewed, suitable applicants will be contacted and interviewed via Microsoft Teams.</p> <p>Please check location of school before applying.</p> <p>Application deadline: 03 March 2022</p>						
CONTACT DETAILS	Anita Pineda: International Placement Supervisor						

PLACEMENT INFORMATION	
Position	Classroom assistants to give English support in Early Years and Primary Education at our international schools in different regions of Spain.
	<ul style="list-style-type: none"> <li>Suitable for students of: Education, Childhood studies, Psychology, Modern Languages (Spanish) English, Sports, Theatre, Sciences, EFL.</li> <li>Placement Duration: 10 months (shorter placements are considered)</li> <li>Language required: English.</li> </ul>

	<ul style="list-style-type: none"> <li>• Salary: Unpaid, however you will be provided with free accommodation in rented flats or in the campus residence. All bills and internet are included.</li> <li>• You will be provided with breakfast and lunch from Monday to Friday.</li> <li>• The successful candidates will be required to purchase their flights to and from Spain.</li> <li>• Free airport transfers are provided when you arrive to take you to your accommodation and to take you back to the airport when you complete your contract.</li> <li>• You will be assigned a Mentor who will be responsible for your professional development throughout your placement.</li> </ul> <p>This placement is suited to students who would like experience assisting in a private international school where they will be able to support their bilingual Partner Teachers teaching in <b>Early Years or Primary Education</b>. You will be encouraging children to communicate in English, supervise them during recreational activities and help in other classroom activities.</p> <p>You would 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>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> <p>You would help out a maximum of 30 hours per week from Monday to Friday and one Saturday Open morning at the end of term</p>
Locations	Madrid, Barcelona, Almeria, Pontevedra, Spain
Working hours	Maximum 30 hours per week, or as required by your University
Start date	Different dates available. Please enquire.
Accommodation	Accommodation is provided free of charge. There are no bills or rent to pay.
Details of financial and "in kind" support to be provided	Breakfast and lunch are provided on school days. Full board available at SEK El Castillo, Madrid. Transport is provided from/to the airport on day of arrival and departure if placement is for minimum 1 complete term.

## 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 level or minimum level C2 (CEFR) is required.</p>
Other	Personal Travel and Medical Insurance and Child Protection Certificate to be provided by student. EU and UK students should apply for the EHIC or GHIC card.

## INFORMATION PROVIDED BY

Name	Anita Pineda
Department / Function	International Placement Supervisor
E-mail address	anita.pineda@sek.es
Date	25/01/2022



## Student Placement

French & English speaking Classroom Assistant for Spanish Residential school in the French Alps

EMPLOYER INFORMATION	
Name of organisation	SEK International Schools
Address of placement.	Colegio Internacional SEK-Les Alpes St Nicolas La Chapelle, Flumet-Val d'Arly. 73590 Flumet, France
E-mail	anita.pineda@sek.es
Website	<a href="http://www.sek.es/">http://www.sek.es/</a>
Short description of the company	SEK Les Alpes International School is a private international school educating children from 12 - 16 years of age. 50 % of the tuition is given in English whilst the remainder is given in Spanish and French. We follow the International Baccalaureate Programme (MYP)
<b>CONTACT DETAILS</b> Anita Pineda International Placement Supervisor	
<b>Application Procedure</b>	<p>Send CV and covering letter to <a href="mailto:anita.pineda@sek.es">anita.pineda@sek.es</a></p> <p>Once reviewed, suitable applicants will be contacted and interviewed via Microsoft Teams.</p> <p>Please check location of school before applying.</p> <p>Application deadline: 03 March 2022</p>

PLACEMENT INFORMATION	
Position	Classroom Assistant to assist in the <b>teaching of English</b> to Spanish Secondary students in a small residential school in the French Alps.
Description of activities	<p>This placement is suited to students who would like experience assisting in the <b>teaching of English</b> and have an interest in <b>mountain sports</b> (skiing, rafting, climbing, canyoning) You should have a minimum B1 level of French, but must speak to the students in English at all times.</p> <ul style="list-style-type: none"> <li>- You will help to prepare the students for the Cambridge English exams</li> <li>- Assist in English taught subjects and also French classes if desired.</li> <li>- You Will help to correct students' English classwork</li> <li>- Supervise study period from 18:00 – 20:00 (on rota)</li> </ul> <p>Every week the students do different sport activities. During the ski season they ski 3 days a week. If you're on weekend duty you are obliged to attend the activity with the students. You can do the activities (for free) the weekends that you're not on duty.</p>

	<p>The principle language in the school is Spanish. However you need to have a good level of French to communicate with the activity instructors and French speaking staff.</p> <ul style="list-style-type: none"> <li>• Placement Duration: 10 months (shorter placements may be considered)</li> <li>• Language required: English and French.</li> <li>• Salary: Unpaid, however you will be provided with free accommodation in the school residence. All bills and internet are included.</li> <li>• You will be provided with full board 7 days per week.</li> <li>• The successful candidates will be required to purchase their flights to and from Geneva Airport. Free airport transfers are provided when you arrive to take you to your accommodation and to take you back to the airport when you complete your contract.</li> </ul>
Locations	SEK Les Alpes, Flumet, French Alps;
Duration	Preferably the whole academic year from September 2022 to June 2023.
Working hours	Maximum 35 hours per week, or as required by your University
Accommodation	Accommodation is provided free of charge in the school residence, there are no bills or rent to pay.
Details of "in kind" support to be provided	Full board is provided. Transport is provided from/to the airport on day of arrival and departure.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	<p>English: Native or minimum level C2 (CEFR) is required.</p> <p>French: Native or minimum level B2</p> <p>Spanish: preferable but not essential.</p>
Computer skills and level of skills required	Competent level Microsoft Word, Excel, Outlook and PowerPoint, Blogs
Other	Personal Travel and Medical Insurance and Child Protection Certificate to be provided by student. EU and UK students should have the EHIC or GHIC card.

INFORMATION PROVIDED BY	
Name	Anita Pineda
Department / Function	International Placement Coordinator
E-mail address	anita.pineda@sek.es
Date	25/01/2022



# Student Placement

## Nursery Assistants for International Schools in Spain

EMPLOYER INFORMATION	
Name of organisation	SEK International Schools
Addresses of schools with availability	<div>Colegio Internacional SEK-Catalunya      Colegio Internacional SEK-El Castillo</div> <div>La Garriga.      Villanueva de la Cañada</div> <div>08530 Barcelona, España      28692 Madrid, España</div>
Website	<a href="http://www.sek.es/">http://www.sek.es/</a>
Short description of the company	<p>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.</p> <p>50 % of the tuition is given in English whilst the remainder is given in Spanish. We follow the International Baccalaureate Programme from Infant School through to Primary and Secondary School</p>
Application process	<p><b>Send CV and covering letter to <a href="mailto:anita.pineda@sek.es">anita.pineda@sek.es</a></b></p> <p><b>Once reviewed, suitable applicants will be contacted and interviewed via Microsoft Teams.</b></p> <p><b>Please check location of school before applying.</b></p> <p>Application deadline: 03 March 2022</p>
<b>CONTACT DETAILS</b>	Anita Pineda: International Placement Supervisor

PLACEMENT INFORMATION	
Position	Classroom assistants to help in the school crèche with children from 4 months to 3 years of age.
Description of activities	<p>This placement is suited to students who would like experience assisting in the school <b>Nursery/Infant department</b>. They will be encouraging children to understand and communicate in English whilst playing with and supervising them.</p> <p><b>TASKS</b></p> <p>Promote a positive learning environment, support the learning of English and support the teachers by helping with the planning and developing of activities. Provide feedback to the teachers regarding the children's behaviour, any noticeable changes in behaviour or any other important observations.</p> <p>Encourage the children to share, interact and cooperate within a group.</p>

	<p>Prepare crafts and organise activities based around such things as paint, crayons and paper and playdough.</p> <p>Read story books in English to the children and introduce vocabulary in English, such as colours, letters of the alphabet, modes of transport and types of animals.</p> <p>Help the children prepare for physical education activities, supervise the children during playtimes.</p> <p>Assist the children with their food at lunchtimes, prepare the beds for lunchtime siesta and supervise them during siesta. (Nursery 0 – 3 years of age)</p> <p>Change nappies (when necessary). (Nursery 0 – 3 years of age)</p> <p>Supervise the children to the school bus or to meet their parents at home time.</p> <ul style="list-style-type: none"> <li>• Placement Duration: 10 months (shorter placements may be considered)</li> <li>• Language required: English.</li> <li>• Salary: Unpaid, however you will be provided with free accommodation in rented flats or in the campus residence. All bills and internet are included.</li> <li>• You will be provided with breakfast and lunch from Monday to Friday.</li> <li>• The successful candidates will be required to purchase their flights to and from Spain. Free airport transfers are provided when you arrive to take you to your accommodation and to take you back to the airport when you complete your contract.</li> </ul> <p>You will be assigned a Mentor who will be responsible for your professional development throughout your placement.</p>
Locations	SEK Catalunya, La Garriga, Barcelona. SEK El Castillo, Madrid, Spain
Duration	September 2022– June 2023 (shorter stays are possible)
Working hours	Maximum 30 hours per week, or as required by your University
Accommodation	Accommodation is provided free of charge. There are no bills or rent to pay.
“in kind” support to be provided	Breakfast and lunch are provided on school days. Evening meals are also available on school days. Transport is provided from/to the airport on day of arrival and departure if placement is for minimum 1 complete term.

### COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Skills, 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. English: Native level or minimum level C1 (CEFR) is required.</p> <p>Experience working with children under 3 years of age.</p>
Other	Personal Travel and Medical Insurance and Child Protection Certificate to be provided by student. EU and UK students should have the EHIC or GHIC card.

### INFORMATION PROVIDED BY

Name	Anita Pineda
Department / Function	International Placement Supervisor
E-mail address	anita.pineda@sek.es

Date	25/01/2022
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# Student Placement

## Physical Education Assistants for International Schools in Spain

EMPLOYER INFORMATION	
Name of organisation	SEK International Schools
Address of schools participating in the programme.	<div> <b>Colegio Internacional SEK-Catalunya</b>  La Garriga.  08530 Barcelona, España </div> <div> <b>Colegio Internacional SEK-Ciudalcampo</b>  S.S. de los Reyes  28707 Madrid, España </div> <div> <b>Colegio Internacional SEK-El Castillo</b>  Villanueva de la Cañada  28692 Madrid, España </div>
Website	<a href="http://www.sek.es/">http://www.sek.es/</a>
Short description of the company	<p>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.</p> <p>50 % of the tuition is given in English whilst the remainder is given in Spanish (and also Catalan at SEK-Catalunya and French at SEK Les Alpes).</p> <p>We follow the International Baccalaureate Programme from Infant School through to Primary and Secondary School</p>
Application process	<p>Send CV and covering letter to <a href="mailto:anita.pineda@sek.es">anita.pineda@sek.es</a></p> <p>Once reviewed, suitable applicants will be contacted and interviewed via Microsoft Teams.</p> <p>Please check location of school before applying.</p> <p>Application deadline: 03 March 2022</p>
CONTACT DETAILS	Anita Pineda: International Placement Supervisor

PLACEMENT INFORMATION	
Department / Function	Classroom assistants and specialists required for the teaching of <b>Physical Education</b> . <b>Preference given to students of Sports Science and Coaching degrees.</b>
Description of activities - PE	<p>This placement is suited to students who would like experience assisting in a private international school where they will also be able to provide input on activities for the teaching of <b>Physical Education in Primary and Secondary education.</b></p> <p>You would work alongside and support our <b>PE teachers</b> by helping with the planning and developing of activities. <b>Assist in school Sports Tournaments and be prepared to help out in the diverse range of sports in the school curriculum.</b></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> <p>You would help out a maximum of 30 hours per week from Monday to Friday and one Saturday Open morning per term.</p> <ul style="list-style-type: none"> <li>• Placement Duration: 10 months (shorter placements may be considered)</li> <li>• Language required: English.</li> <li>• Salary: Unpaid, however you will be provided with free accommodation in rented flats or in the campus residence. All bills and internet are included.</li> <li>• You will be provided with breakfast and lunch from Monday to Friday.</li> <li>• Free airport transfers are provided when you arrive in Spain to take you to your accommodation and to take you back to the airport when you complete your contract.</li> <li>• The successful candidates will be required to purchase their flights to and from Spain, personal travel insurance and their International Child Protection Certificate (ICPC)</li> </ul> <p>You will be assigned a Mentor who will be responsible for your professional development throughout your placement.</p>
Locations	SEK Catalunya, La Garriga, Barcelona; SEK Ciudalcampo and SEK El Castillo, Madrid;
Duration	September 2022– June 2023 (shorter stays can be arranged if necessary)
Working hours	Maximum 30 hours per week, or as required by your University. One Saturday Open morning per term.
Accommodation	Accommodation is provided free of charge in the school residence or flats, sharing facilities with other assistants on the same programme. There are no bills or rent to pay.
Details of financial and "in kind" support to be provided	Breakfast and lunch are provided on school days. Evening meals are available depending on hosting school. Transport is provided from/to the airport on day of arrival and departure if placement is for minimum 1 complete term.

## 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 level or minimum level C2 (CEFR) is required.
Other	Personal Travel and Medical Insurance, EHIC or GHIC and Child Protection Certificate to be provided by student.

## INFORMATION PROVIDED BY

Name	Anita Pineda
Department / Function	International Placement Supervisor
E-mail address	anita.pineda@sek.es
Date	25/01/2022



# Student Placement

## Science Laboratory Classroom Assistants for International Schools in Spain

EMPLOYER INFORMATION	
Name of organisation	SEK International Schools
Addresses of schools participating in the programme.	<div>Colegio Internacional SEK-Catalunya</div> <div>La Garriga. 08530 Barcelona, España</div> <div>Colegio Internacional SEK-El Castillo</div> <div>Villanueva de la Cañada 28692 Madrid, España</div>
Website	<a href="http://www.sek.es/">http://www.sek.es/</a>
Short description of the company	<p>SEK International School is a private international school educating children from Early Years to Secondary Education 4 months – 18 years of age. We have centres in Barcelona, Madrid, Pontevedra, Almeria, Dublin, France and Qatar.</p> <p>50 % of the tuition is given in English whilst the remainder is given in Spanish (and also Catalan at SEK-Catalunya and French at SEK Les Alpes). We follow the International Baccalaureate Programme from Infant School through to Primary and Secondary School. We also have an extensive extra-curricular programme.</p>
Application Procedure	<p>Send CV and covering letter to <a href="mailto:anita.pineda@sek.es">anita.pineda@sek.es</a></p> <p>Once reviewed, suitable applicants will be contacted and interviewed via Microsoft Teams.</p> <p>Please check location of school before applying.</p> <p>Application deadline: 03 March 2022</p>

PLACEMENT INFORMATION	
Position - Science	This placement is suited to students who would like experience assisting in a private international school where you would work alongside and support our teachers by helping with the planning and developing of activities for the <b>Science classes and laboratory</b> .
Description of activities	<p>To assist with laboratory practices for <b>Biology, Chemistry, and Physics</b> in both <b>Primary and Secondary</b> education. Encourage students to consider environmental issues and carry out <b>ECO projects</b> around the school. You would also prepare <b>lab reports</b> and the steps of various <b>experiments</b>. Help the students with extra explanations and help with their reports and projects.</p> <ul style="list-style-type: none"> <li>• Language required: English.</li> <li>• Salary: Unpaid, however you will be provided with free accommodation in rented flats or in the campus residence. All bills and internet are included.</li> <li>• You will be provided with breakfast and lunch from Monday to Friday.</li> </ul>

	<ul style="list-style-type: none"> <li>Free airport transfers are provided when you arrive in Spain to take you to your accommodation and to take you back to the airport when you complete your contract.</li> <li>The successful candidates will be required to purchase their flights to and from Spain, personal travel insurance and their International Child Protection Certificate (ICPC)</li> </ul> <p>You will be assigned a Mentor who will be responsible for your professional development throughout your placement.</p>
Duration	September 2022 – June 2023 (shorter or longer stays can be arranged if necessary)
Working hours	Maximum 30 hours per week, or as required by your University. One Saturday Open morning per term.
Accommodation	Accommodation is provided free of charge in the school residence or flats, sharing facilities with other assistants on the same programme. There are no bills or rent to pay.
Details of financial and "in kind" support to be provided	Breakfast and lunch are provided on school days. Transport is provided from/to the airport on day of arrival and departure if placement is for minimum 1 complete term.

## 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 level or minimum level C2 (CEFR) is required.
Computer skills required	Competent level Microsoft Word, Outlook and PowerPoint,
Other	Personal Travel and Medical Insurance and Child Protection Certificate to be provided by student. EU and UK students should have the EHIC or GHIC card.

## INFORMATION PROVIDED BY

Name	Anita Pineda
Department / Function	International Placement Supervisor
E-mail address	anita.pineda@sek.es
Date	25/01/2022