

ASSISTANTSHIP OFFER IN FRANCE

SCHOOL INFORMATION	
NAME OF ORGANIZATION	Collège Notre Dame Immaculée
ADDRESS	7 place Notre Dame
POSTAL CODE	59 200
CITY	Tourcoing
COUNTRY	France
TELEPHONE	03 20 26 71 80
FAX	03 20 36 56 49
E-MAIL	clg.cndi@sctg.fr
WEBSITE	www.ecolecollege-ndi.com On our site, you can discover our international and excellence projects, "L'agenda 21" (a sustainable development project) as well as the article concerning the 2013/2014 assistantship.
SIZE OF ORGANIZATION	Small (50 employees), with 650 students.
SHORT SCHOOL DESCRIPTION	The school is located in the city center. CNDI has students of various social origins. There are 652 pupils with different origins which contributes to the sense of cultural openness. The international projects are of the utmost importance for us (school trips, European Section, E-Twinning with Poland established at our school by the 2013-2014 Comenius assistant, official certificates).

CONTACT PERSON DETAILS	
NAME	Behal Brigitte
DEPARTMENT / FUNCTION	Headmistress
DIRECT TELEPHONE NUMBER	03 20 26 71 80
DIRECT MOBILE	06 80 62 82 49
DIRECT E-MAIL ADDRESS	brigitte.behal@sctg.fr

PLACEMENT INFORMATION	
DEPARTMENT / FUNCTION	Collège Notre Dame Immaculée, English Assistantship
ACTIVITIES DESCRIPTION	<p>We are looking for an assistant who teaches English but who is not necessarily a native English speaker.</p> <p>The assistantship consists of English conversation clubs with small groups of students aged from 12 to 13 (everyday situations: shopping, ordering food, in the city, talking about hobbies, talking about countries). 12 h per week. The assistant will prepare his/her lessons on his/her own. Should the assistant have any questions or doubts, he/she can ask his/her tutor for help. The assigned tutor is an English teacher at school.</p> <p>The assistant will participate in two trips abroad for the purpose of language immersion of students: London with the class of 4è (13-year-old students), an English-speaking country with the 3è (14-year-old students) and, optionally, an exchange with a German school with the classes of 4è-3è.</p> <p>It is possible that the assistant run a club according to his/her interests (dance, cinema, video, sport, native language of the assistant).</p> <p>The assistant can propose other activities in order to share his/her passions.</p> <p>The assistant can prepare lessons with the Biology teacher certified in CLIL (Content and Language Integrated Learning) or with other teachers of various subjects (History, Geography).</p>
DURATION	September 2014 - June 2015
WORKING HOURS / WEEKLY WORKING HOURS	<p>From Monday afternoon till Thursday. Monday mornings and all Fridays free (to enable the assistant to travel around Lille).</p> <p>About 14-16 hours per week.</p> <p>Our working day starts at 8 am and ends at 5.30 pm (no classes on Wednesday afternoon and Saturday morning)</p> <p>No classes during school holidays (2 weeks in October, Christmas holidays, in February and in April).</p>
CITY	<p>Tourcoing => (200 m from the underground station, 30 min from Lille)</p> <p>Our school is located near Lille, on the way to Belgium, the Netherlands, Germany, Luxembourg. Lille is situated one hour from Paris by TGV, 1,5 h from Brussels, 2 h from London.</p> <p>Lille metropolitan area pulsates with its cultural life (museums, cinemas, spectacles, cultural events...) and proposes numerous activities. Our school is 10 km from Lille, easily accessible by the underground.</p>
ACCOMMODATION	<p>We are willing to help you to find a room near the school.</p> <p>At school there is a room equipped with a fridge and micro-waves where the assistant can eat with other teachers. The option of the school canteen (payable).</p> <p>The assistant will receive an allowance. He/she can apply to CAF (Family Allocations Office) for the accommodation financial aid.</p>

OTHER	<p>Our team is quite young, welcoming and dynamic.</p> <p>For instance, every month we organise a conversation club among adults (le Coff'English). Our school team is orientated towards neuroscience and the multiple intelligences theory.</p> <p>We encourage you to contact Malgorzata Kopera, our 2013-2014 assistant (kopera.malgorzata@gmail.com) for further information.</p>
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REQUIREMENTS	
ORAL AND WRITTEN LANGUAGE SKILLS	<p>C1 level of English.</p> <p>The assistant will need a basic knowledge of French in order to cope with everyday situations.</p>
FIELD OF STUDY	<p>English orientated studies with a practical English course as a major subject.</p> <p>The program of studies encompassing the methodological course will be highly appreciated.</p>
ICT SKILLS	<p>Only if the assistant expresses his/her willingness, he/she can continue the E-Twinning project (the ICT classroom is at his disposal).</p>
OTHER	<p>The following qualities will be appreciated: sociability, interest in discovering different countries, participation in various project.</p> <p>The assistantship is a great experience for a person who wants to become a teacher (contact with students, school procedures..).</p> <p>It is possible for the assistant to take part in French lessons given by our French teacher at school.</p>

Some pictures...



The front door



A part of our school



The School Library



11-year-old students in England (6ème)



14-year-old students in Scotland (3ème)