

# Placement Offer Form

**A compléter en anglais et à renvoyer au plus tard le 15/04/14 à l'adresse suivante (avec la mention « offre de stage secteur scolaire »):**

[erasup@2e2f.fr](mailto:erasup@2e2f.fr)

SCHOOL INFORMATION	
Name of organization	Collège Jeanne d'Arc
Address	273 rue de Genève
Postal Code	01170
City	Gex
Country	France
Telephone	04.50.28.36.08
Fax	04.50.41.94.72
E-mail	secr.col@jda-gex.org
Website	www.jda-gex.org
Size of organization [nr of employees]: small ( $\leq 50$ ), medium (51-250), large ( $> 250$ )	Medium (51-250)
Short Description of the school	Jeanne d'Arc school is a semi private catholic school of about 1700 pupils. The students range from the age of 3 to 18. The school is located just next to the Jura where one can enjoy skiing in the winter or hiking in the spring / summer. Geneva (Switzerland) is a 20 minutes' drive from Gex and is easily accessible by public transport. Annecy and Lyon are two large French cities not far either.

CONTACT PERSON DETAILS	
Name	Bearblock Karine
Department / Function	Teacher
Direct telephone number	04 50 42 31 57
Direct mobile	

Direct e-mail address	k.bearblock@laposte.net
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<b>PLACEMENT INFORMATION</b>	
Department / Function	Language assistant
Description of activities	Teaching and communicating with small groups of French students, aged between 11 and 18.
Duration et period	From September to June
Working hours / Weekly working hours	20 hours a week
City	Gex
Help with finding accommodation	Rooms available at the boarding house, on the premises of the college.
Other	

<b>REQUIREMENTS</b>	
Oral and written language skills	The assistant needs to be able to communicate in French, both writing and speaking.
Field of study	Languages
Computer skills	A basic knowledge of ICT would be an advantage.
Other	