

# 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	Institut Saint Lô
Address	Rue de l'oratoire
Postal Code	50180
City	Agneaux
Country	FRANCE
Telephone	02.33.77.17.17
Fax	02.33.77.17.19
E-mail	<a href="mailto:institut.saintlo@etab.ac-caen.fr">institut.saintlo@etab.ac-caen.fr</a>
Website	<a href="http://www.institut-saint-lo.fr">http://www.institut-saint-lo.fr</a>
Size of organization [nr of employees]: small ( $\leq 50$ ), medium (51-250), large ( $> 250$ )	large
Short Description of the school	It is a private Catholic school in Normandy, composed of a primary and secondary school (from 11 to 18 years old) as well as higher education (post baccalaureate).

CONTACT PERSON DETAILS	
Name	Maud Mourtoux
Department / Function	English teacher
Direct telephone number	09.84.56.08.65
Direct mobile	06.81.73.06.92
Direct e-mail address	<a href="mailto:maud.mourtoux@orange.fr">maud.mourtoux@orange.fr</a>

## PLACEMENT INFORMATION

Department / Function	English
Description of activities	<p>Firstly, the assistant will work with the English teachers, mainly to improve the oral skills of the pupils in primary and secondary school. The main goal is to share their cultural background with the students. Not only will the assistant work with small discussion groups but they will also have the opportunity to participate in innovating practices, use modern technologies and demonstrate the diversity of Europe. If the assistant so wishes, the first two weeks can be dedicated to observation and discussion with the teachers in order for the assistant to gain experience and ideas before beginning their own lessons.</p> <p>Their role will also be to help the students prepare and organise the activities for the various exchanges or trips either in France, Italy, Hungary, Belgium, USA etc. They will be more than welcome to join the field trips in France in order to discover more of the heritage of the country on the one hand but on the other hand to be a real member of staff, integrated and known by all teachers.</p> <p>Moreover, their participation in our International Day at school would be more than appreciated. For example, they could share their experience of being an assistant to secondary school students in order to encourage and inspire the pupils to do the same thing once leaving school. If the native language of the assistant is not English, we would be more than happy for them to organise an introduction to their language and a presentation of their country of origin i.e traditions, typical food, climate etc.</p> <p>Finally, the assistant could help the students to get ready for the academic debating competition.</p> <p>We've been welcoming assistants for quite a while now and we really understand how important it is to prepare and train the assistant for their teacher-to-be experience.</p>
Duration et period	9 months (September-May)
Working hours / Weekly working hours	12-16 hours
City	Saint Lô is situated in Lower Normandy. It is a city which benefits from various sister city partnerships (Germany, Belgium, UK, USA) and which has a cultural pole dedicated to drama and art, as well as a rich cultural heritage. As for the town itself, there is a concert room, a cinema, various sports centers, a range of shops, bowling allies and other leisure facilities. Finally, the train station is 500 m away from the school, with larger towns such as Caen only a short train journey away.

Help with finding accommodation	The school can provide a room, joint to the boarding school or the tutor teacher can help the assistant in finding accommodation. The assistant will be able to eat in the staff room canteen for every meal. If they wish, accommodation in families can be arranged for the weekends. If equipment is needed (bike, toiletries etc), these can be provided by members of staff.
Other	The assistant will be more than welcome to join the extra-curricular activities offered in our school (choir, arts, sports, culture, science, charity) or in the city (sports, cinema, drama, concerts). A tutor teacher will bring help and support to the assistant in their settlement in France (bank account, social security paperwork etc) not just at the beginning upon arrival, but throughout the duration of their contract. We can also arrange contact with other assistants in the region.

REQUIREMENTS	
Oral and written language skills	Fluent, excellent English is necessary to help the students with their oral and written skills
Field of study	Education
Computer skills	Good since each class is equipped with brand new technology such as laptops and projectors that can be used during lessons.
Other	<p>As the assistant is going to be a reference for our students, it is necessary for them to be highly motivated, serious, outgoing and dynamic. It's important to be sociable so that they can interact and speak to both students and teachers confidently. Their role as an assistant is not only to incite interest in their language and culture but they must also be prepared to use their authority with the pupils.</p> <p>If the assistant wishes, he/she can bring material which would provide a good teaching support for the pupils, for example magazines, newspapers, currency, postcards...</p> <p>Depending on his/her will, the assistant is free to take initiatives such as creating an English club or school newspaper which would be mentioned in the final report.</p>