

Nos réf. : CS2013-210

2.e.2.f

Objet : Offre de stage secteur Scolaire

Lambersart, le 11 avril 2014

Copie : Bernart Voet

Madame, Monsieur,

Nous vous prions de bien vouloir trouver ci-joint notre dossier « placement offer » pour la proposition d'un stage en secteur scolaire dans le collège Dominique Savio à Lambersart en France.

Nous vous en souhaitons bonne réception et restons à votre disposition pour tout complément d'information

Nous vous prions d'agréer, Madame, Monsieur, nos salutations distinguées.



Catherine SUBTS
Directrice

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

SCHOOL INFORMATION	
Name of organization	<i>Dominique Savio School ("Collège Dominique Savio")</i>
Address	47 rue du Bourg – CS 863
Postal Code	59130
City	Lammersart
Country	France
Telephone	03 20 08 16 55
Fax	03 20 93 89 81
E-mail	college@savio-lammersart.fr
Website	http://www.savio-lammersart.fr
Size of organization [nr of employees]: small (≤ 50), medium (51-250), large (> 250)	Medium : 43 teachers and 10 employees Headteacher : Mrs Catherine SUBTS Her assistant : Mr Marc DELASTRE
Short Description of the school	<p><i>Dominique Savio School</i> is a private secondary school with 680 pupils who are aged between 10 to 14 years old. Pupils learn English and can choose German or Spanish, as their foreign language. The following optional subjects "Euro section", "Sports club", "Latin" and "Découverte Professionnelle 3 heures" are possible as well. Our school receives a variety of mixed pupils.</p> <p>As a Catholic secondary school, we seek to make a positive difference to individuals and communities through the contribution of our staff, teachers and pupils.</p> <p>It is composed of 3 big buildings with a library, a sport complex offering various facilities (fitness, artificial climb, badminton, table-tennis, body building room, etc...) and a park around.</p> <p>There are 2 neighbouring schools: a primary school (<i>Ecole Jeanne d'Arc</i>) and a vocational high school (<i>Lycée Maria Goretti / Louise de Marillac</i>) nearby, where the assistant can be welcome as well to discover our French education system, as some teachers of our school teach there.</p> <p>The school is situated in Lammersart, a quite big town (about 29,000 inhabitants) close to Lille (4.5 kms = 2 miles) which is the administrative centre of our department "Nord-Pas-de-Calais".</p>

It is well situated in the North of France at the heart of a triangle composed of Brussels (120 km/74 miles), London (280 km/173 miles) and Paris (227 km/141 miles).



*Collège
Dominique Savio
Lambersart*

It is located within the centre of the town itself with public transport (bus / underground).

CONTACT PERSON DETAILS	
Name	Sandrine Debray-Bouliez
Department / Function	English teacher - project-coordinator
Direct telephone number / mobile	+ 33 (0)6 23 35 30 03
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PLACEMENT INFORMATION	
Department / Function	Secondary School
Description of activities	<p>We would like to welcome an assistant who is able to teach pupils in/into English language. Primarily we would prefer a native English speaker assistant who can give us a hand by improving pupils' foreign-language skills both oral and written.</p> <p>Then, the assistant can be from any other countries with English studies.</p> <p>The assistant will teach some groups with 10-14 year-old pupils :</p> <ul style="list-style-type: none"> - he / she will be able to teach his/her mother tongue (if English/Spanish/German) in a playful way with games, songs, sketches, quizzes (with our help in case of need) .

- He / she will be included in lessons such as P.E, Art History, Art, Music, History and Geography.

Examples:

⇒ *Our School newspaper club provides our pupils with the opportunity to develop their writing and editing skills. Our club conducts interviews, reports on school news, writes articles and poetry, and produces a newspaper which is published and shared with the school community every month.*

⇒ *Activities at the Youth club every day*

The assistant will :

- have the opportunity to share his/her traditions, folklore, and the history of his /her country.
- be included in new technology if he / she is interested in it and will have the opportunity to be involved in our website, to help with digital recording of our school events.

The assistant will also be required to help coordinate social activities such as trips to museums (Palais des Beaux-Arts in Lille / L.A.M in Villeneuve d'Ascq, La Piscine in Roubaix), theatres and France cities but also language exchange (with a German school in Meerbusch, Germany).

There will also be opportunities to accompany pupils on trips to cities such as Barcelona, London or Berlin.

Projects planned for 2014 / 2015	
6 ^{ème} = year 6/7	<ul style="list-style-type: none"> ▪ One-day trip in June 2015 (5 English teachers) ▪ England 
5 ^{ème} = year 7/8	<ul style="list-style-type: none"> ▪ One-day trip in June 2015 (5 English teachers) ▪ England  ▪ 4-day trip to Normandie (School librarian and 2 History teachers) ▪ France 
4 ^{ème} = year 8/9	<ul style="list-style-type: none"> ▪ 4-day trip to a ski resort (4 P.E teachers) ▪ France 
3 ^{ème} = year 9/10	<ul style="list-style-type: none"> ▪ 6 –day trip to Spain (Barcelona)  (2 Spanish teachers) ▪ 4-day trip to germany (Berlin)  (2 German teachers)

He/she will also help promoting events such as our Open day, welcoming primary pupils from schools in the neighbourhood or organizing the celebration of Europe day.

He/she will have the opportunity to visit the Primary School Jeanne d'Arc and the vocational school Maria Goretti/Louise de Marillac where he / she will get a very pleasant welcome and have the opportunity to share activities with the teachers.

	As a consequence, the assistant will improve his/her : <ul style="list-style-type: none"> - knowledge and understanding of our French education system - teaching skills - knowledge of our country.
Duration et period	Minimum 3 months (a term), ideally up to 10 months Negotiable from early September 2014 to the end of June 2015 = +/- 36 weeks depending on assistant's possibilities.
Working hours / Weekly working hours	4 hours a day and from 12 to 16 hours a week Working hours in our school can typically be between 8 am and 5pm Monday to Friday.
City	LAMBERSART
Help with finding accommodation	We can assist with finding accommodation : rooms in guest houses / joint tenancy possible / accommodation possible at a retired teacher 's who is used to accommodating foreign assistants (house located 4 km / 3 miles from the school (direct with the underground). Her name is Mrs Vandycke.
Other	Canteen food on weekdays can be paid for by our school.

REQUIREMENTS

Oral and written language skills	An advantage is if he/she is a native English speaker or has a high level in English (C1 or C2 both oral and written). His/her main task is to improve pupil's English language skills, so we prefer studies in the field of teaching English as mother tongue or Spanish/German as foreign language (B2/C1 level) . French (European Level B2) will be an advantage.
Field of study	English Language
Computer skills	Intermediate level Microsoft Word, Excel, Outlook, Powerpoint. The school is equipped with video projectors and we have interactive whiteboards as well.
Other	Flexibility Enthusiasm Ability for teamwork Good social skills

