

ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	CZECH SALES ACADEMY Trutnov - SOŠ s.r.o.
Address incl. post code	Polská 367, 541 01 Trutnov
Telephone	+420 499 815 223
E-mail	studijni@csacademy.cz
Website	Www.csacademy.cz
Number of employees	10
Short description of the company	A sales secondary school providing secondary education to future salesmen.
Other	

CONTACT DETAILS	
Contact person for this placement	Monika Benesova
Department and designation / job title	Free-time Activities Manager
Direct telephone number	+420 777 792 668
E-mail address	benesova@csacademy.cz

PLACEMENT INFORMATION

Description of activities	<p>English Weekend Program Lecturer English Teacher Assistant</p> <p>Job description of English Weekend Programs Lecturer</p> <ul style="list-style-type: none"> • Prepare a plan for the English Weekend Program including a detailed description of activities • Prepare, plan, organize and run weekend activities/events/trips for group of 10 students (Weekend activities must develop students' English) • Establish a natural and health environment that enables students to acquire English in an attractive and effective way • Speak English to students all the time • Motivate students to use English at all times • Give appropriate feedback to students • Research new topic areas and ideas for English Weekend Programs • Manage students' behaviour and apply appropriate and effective measures in cases of misbehaviour • Regularly report to Free-time Activities Manager • Liaise with other professionals <p>Job description of English Teachers Assistant work</p> <ul style="list-style-type: none"> • Help to run English lessons • Help to educate talented students (so that the English Teacher can focus on the rest of the class) • Give extra lessons to slow students (2 lessons per week)
Department / Function	Free-time activities
Location	Trutnov, Czech Republic - with field trips during weekends
Duration	1. 3. 2014 – 30. 6. 2014
Working hours per week	40 hours per week
Accommodation	We will assist in finding a cheap accommodation (either private accommodation or a cheap hotel)

Details of financial and “in kind” support to be provided	up to 8000 CZK per month
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	<ul style="list-style-type: none"> • 3rd level qualification in Education and/or fully qualified to Teach English as a Foreign Language (TEFL/CELTA/TESOL certified) • Minimum 1 year experience teaching English to students (experience at university is also accepted) • Experience teaching teenagers is preferred but not essential • Native English speaker (or equivalent level of fluency) • Creative, innovative person who enjoys using their initiative • Enthusiastic and motivated to work with young people • Excellent communication and organisational skills • Reliability and ability to solve problems
Computer skills and level of skills required	MS Word, internet skills
Drivers license	No
Other	No criminal records

INFORMATION PROVIDED BY

Name	Monika Benesova
Department / Function	Free-time Activities Manager
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Phone number(s)	+420 777 792 668
Date	January 24, 2014