

# Placement Offer Form

A compléter en anglais et à renvoyer à [pnoailly@ddec42.net](mailto:pnoailly@ddec42.net)

**AVANT LE 9 JANVIER 2015**

SCHOOL INFORMATION	
Name of organization	Ensemble Scolaire St Aubrin (Collège Victor de Laprade and Lycée St Paul Forez)
Address	Rue du Collège
Postal Code	42600
City	Montbrison
Country	France
Telephone	00 33 (0)4 77 58 24 11
Fax	00 33(0)4 77 58 61 43
E-mail	victordelaprade@saintaubrin.fr
Website	www.saint-aubrin.fr
Size of organization [nr of employees]: small ( $\leq 50$ ), medium (51-250), large ( $> 250$ )	Medium: approximately 700 pupils altogether, around 80 teachers and other employees
Short Description of the school	The school is situated in a small city of about 15000 inhabitants. It's a catholic state school of 19 classes in the college (age 11 to 15) and 9 classes in the lycée (age 15 to 18). Pupils come from different backgrounds, including special need children.

CONTACT PERSON DETAILS	
Name	Anne-Marie Goure
Department / Function	English teacher
Direct telephone number	00 33 (0)4 77 76 27 94
Direct mobile	
Direct e-mail address	anne-marie.goure@wanadoo.fr

<b>PLACEMENT INFORMATION</b>	
Department / Function	English teacher assistant
Description of activities	<p>Helping certified teachers to teach English and/or literature during the class</p> <p>Supervising small groups of pupils under another teacher's responsibility</p> <p>Supervising children in field trips</p> <p>Helping prepare lesson materials</p> <p>Creating and executing own lesson plans</p> <p>Helping pupils practice oral tasks</p> <p>Talking with students (conversation classes)</p> <p>Helping students prepare Cambridge exams</p>
Duration et period	Three months when it suits the student ( to be discussed together)
Working hours / Weekly working hours	<p>About 20 hours a week, Monday to Friday (Wednesday: mornings only)</p> <p>Could be discussed according to University requirements</p>
City	Montbrison
Help with finding accommodation	yes
Other	<p>The school is situated in a rather cheap area.</p> <p>We have already welcomed a Comenius assistant and the experience was really positive for the pupils, the assistant as well as for the teachers.</p>

<b>REQUIREMENTS</b>	
Oral and written language skills	<p>English spoken( without a strong foreign accent) and written: level B2</p> <p>Good spoken French, able and willing to communicate in French with the staff: level A2-B1</p>
Field of study	Education, Teaching methods, Literature, Group work
Computer skills	Able to use new technologies in class such as interactive whiteboard, projectors, MP3 players...
Other	Serious, rigorous, willing to take part in a school curriculum which corresponds to exam requirements, role model for pupils