



Education and Culture DG

Lifelong Learning Programme

Erasmus Student Work Placement

EMPLOYER INFORMATION	
Name of organisation	Escuela Oficial de Idiomas de Segovia
Address inc post code	Ochoa Ondategui s/n, 40001-Segovia, Spain
Telephone	0034921428198
Fax	0034921444898
E-mail	eoisegdir@telefonica.com
Website	www.eoidesegovia.net
Number of employees	43
Short description of the company	State run and funded School of Languages for young adults and adults. We have about 2000 students. Classes mainly from 16:00 to 21:00 hours, but also some in the morning. Languages we teach: Italian, German, French, English, Chinese and Spanish for foreign students.
CONTACT DETAILS	
Contact person for this placement	M ^{ra} Carmen Martínez
Department and designation / job title	Director of Studies
Direct telephone number	921428198
E-mail address	eoisegjefatura@gmail.com
Application Procedure	
Who to apply to (including contact details)	Head of School Mar Melchor, Escuela Oficial de Idiomas, Ochoa Ondategui s/n, 40004 Segovia, Spain. Email address eoisegdir@telefonica.net / Telephone number 0034921428198

Deadline for applications	No deadline
Application process	German Department
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Function / Department	German Department
Description of activities	Those of a language assistant: helping the teacher in class with speaking activities, improving students pronunciation, vocabulary, cultural knowledge. Helping teachers with updating their level of the German language and with creating/searching for new teaching materials and activities.
Location	Segovia (Spain)
Start Date	Any date from October 15 st to 28 th February
Duration	The necessary time to complete 150 hours.
Working hours per week	10-15 hours per week, depending on the duration of the placement.
Accommodation (please select)	Assistance in finding a place for the Erasmus student to stay, but the school won't provide the accommodation.
Details of financial and "in kind" support to be provided	There is no financial support.
Other	<p>The school classes run from the 31st October to the 6th June. The placement has to take place in this period.</p> <p>The school in Segovia city offers Spanish and other foreign languages classes in which the Erasmus student could enroll free of charge. It has a very well equipped library. Segovia is a beautiful world heritage town, just an hour away from Madrid by bus and half an hour away by high-speed train.</p>

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Native Speaker of German
Computer skills and level of skills required	Competent user of the most common programs which are useful to create teaching materials (word processors, power points...)

Drivers license	Not required
Other	<p>Skills / Knowledge. A student of Arts or Languages. Communication skills.</p> <p>Attributes : Interest in language teaching and willing to share their culture with our students as well as having an interest in the local culture.</p>

INFORMATION PROVIDED BY

Name	Ana Bravo Mariscal
Department / Function	Head of the German Department
E-mail address	eoisegjefatura@gmail.com
Phone number(s)	0034921428198
Date	5 th October 2017