

Erasmus+ Placement Offer Form

Interns can come to Poland or work remotely from their home country

EMPLOYER INFORMATION	
Name of organization	KONTAKT Centrum Języków Obcych. EDUSYSTEM Sp. z o.o. (SRL)
Address	PLAC BERNARDYŃSKI 1A/1
Postal Code	61-844
City	Poznań
Country	Polonia
Telephone	+ 48 61 851 31 41
Fax	+ 48 61 851 38 27
E-mail	kontakt@cjo.pl kontaktespanol@cjo.pl
Website	www.kontakt.cjo.pl www.kontaktespanol.pl
Size of enterprise	medium
Year of foundation	2000
Short Description of the Company	<p>KONTAKT is a private language school offering language courses for older teenagers and adults (English, Spanish, German, French, Italian, Portuguese, Russian, Catalan and Polish). Apart from general, business and exam preparation courses, the school organizes lots of additional events, activities and festivals, promoting European culture and the idea of learning languages and travelling around the world. The school also cooperates with schools situated in other European countries (the UK, Malta, Ireland, Spain, Germany, France, Portugal, Italy), offering students language courses abroad. The school is also an authorized ETS exam center, administrating exams in English, German, French. The school also organizes DELE exam sessions.</p> <p>Video about the school: https://youtu.be/b-PMRK903z0</p>
Other	<p>Since 2012 the school has successfully hosted Erasmus, Erasmus+ and Leonardo da Vinci trainees from Spain, Germany, Portugal, Italy, Finland, Croatia, Greece, Cyprus etc. The school's staff is mostly Polish but we've also got many foreign teachers- native speakers of English, Spanish, Italian, Russian and Portuguese</p>

CONTACT PERSON DETAILES	
Name	Katarzyna Skrzypczak
Department / Function	Directora de Estudios

Mobile phone	+ 48 608 657 002
Direct e-mail address	kasia.skrzypczak@cjo.pl

PLACEMENT INFORMATION

Department / Function	Spanish language & culture assistant
Description of activities	<p>We believe that teaching languages is much more than practicing grammar structures and new vocabulary. That is why, apart from traditional language courses, we offer our students lots of additional events and activities, promoting European culture and the idea of learning languages. By hosting a trainee we'd like to further improve cultural awareness of our students and teachers and make our language and cultural program for students more complex and regular.</p> <p>The trainee's tasks will include:</p> <ul style="list-style-type: none"> ▪ organizing and supporting language & cultural events, activities ▪ giving guest lectures about his/her country, culture and traditions ▪ organizing language workshops and culture classes ▪ leading conversation club ▪ teaching Spanish to teenaged and adult students ▪ assisting students with individual learning problems during duty hours at school ▪ assisting teachers and students during language courses ▪ developing teaching materials, especially those related with cultural topics ▪ translation work, preparing materials promoting culture and learning languages for school's websites and social media ▪ helping to administrate DELE exams sessions ▪ cooperating with language schools and institutions in Spain
Duration	min. 2 – max. 12 months within the academic year 2020/2021
Working hours / Weekly working hours	Monday- Friday, flexible hours depending on specific tasks The school is open 9:00 am-9:00 pm, most classes are held in the afternoons and evenings (4 p.m. to 9 p.m.)
City	Poznań, Poland: The school is located in the historical city center, close to the Old Market Interns can come to Poland or work remotely from their home country
Help with finding accommodation	The school can help with finding accommodation
Other	The school can offer a free language course

REQUIREMENTS

Oral and written language skills	Native knowledge of Spanish, interest in culture, good communication skills in English (min. B1)
Field of study	Languages, linguistics, literature, culture, tourism, education, methodology of teaching etc
Computer skills	Basic computer skills, ability to use modern technologies in the classroom
Other	We expect the trainee to be a creative, flexible and communicative person. Teamwork skills would also be very important. We would appreciate any experience in education sector.