

Czech Club Birmingham CIC

Department/Division: Czech Club Birmingham CIC

Czech Club Birmingham CIC is an organisation that promotes Czech culture and language. It runs a Czech supplementary school and nursery and organises cultural, educational and charitable events for Czech and British public. The supplementary school caters for bilingual children of preschool and school age. Children explore the Czech language, history and geography in an entertaining way and maintain the Czech culture and traditions through games, activities and performances. The school aims to provide a stimulating environment which combines teaching and play.

Position title: Teaching assistant - Early Years (Czech)

Position purpose: 1. to teach Czech to bilingual children and assist in teaching other subjects (arts, drama, geography, history), 2. help to organise extra-curricular activities for children and adults, 3. help with administration

Duties and responsibilities: 1. Teaching

teaching Czech language and other Czech-related activities to pre-school and school children, cooperation with teachers and parents, online learning support and interaction with pupils via moodle or a similar platform

2. Extra-curricular activities

organizing cultural events for families with emphasis on Czech culture, language and traditions (Easter celebration, sports day, workshops, visits to museums, camps, theatre, pantomime, musical performances), other extra-curricular activities to familiarize children with Czech culture, customs and traditions – stories, poems, songs

3: Administration

administrative support of daily operation of the school and pre-school sections as well as the other areas of Czech Club Birmingham CIC, e.g. activities for adults, incl. correspondence and collecting data, website updates

Qualifications

Field/s of study:

- Mother tongue
- Teacher training with subject specialization

Level of study: not relevant

Professional competencies: - experience with working with children of preschool and school age

- intermediate English
- excellent communication skills
- excellent reading, writing and numeracy skills
- ability to build good relationship with children and adults
- excellent organisational skills
- love of working with children and the ability to manage groups of pupils
- independence as well as ability to work in a team
- ability to manage difficult behaviour effectively
- flexibility and creativity

Key competencies/Language skills:

- Czech - Proficiency (Required)
- English - Intermediate (Preferred)

Key competencies/Computer skills:

- Word processing - Independent user
- Spreadsheets - Independent user
- Web Browsing and Communication - Independent user

Key competencies/Other:

- Interpersonal Skills
- Initiative
- Reliability
- Planning & Organizing
- Scheduling & Coordinating
- Communication

How to apply

Please send CV, cover letter by 10/12/2017 at the latest.

Facts

Economic sector: Other education

Size: staff 1 to 20

Working language/s: Czech, English

Type of work placement: Internship

City/Country: Birmingham United Kingdom

Earliest start date: 01/02/2017

Latest start date: 12/02/2017

Duration: 5.5 months

Application

Required application documents: CV, cover letter

Application deadline: 10/12/2017

Remuneration:

Financial contribution: n/a EUR/month

Contribution in kind:

- none