

Czech Club Birmingham CIC

Department/Division: Czech Primary School with Nursery

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

Position purpose: Teacher (independent or partially independent)

Teaching assistant (will be supported by a teacher)

Teaching skills for children of different ages:

0-3years playgroup, 3-4years pre-school, 4-5years reception, 5-6years class one and above

Duties and responsibilities: - Activity 1: Teaching

temporal frame: on an ongoing basis

tasks: teaching Czech language and other Czech-related activities to pre-school and school children, cooperating with teachers and parents, online learning support and interaction with pupils via Moodle or similar platform

- Activity 2: Extra-curricular activities

temporal frame: on an ongoing basis

tasks: 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 performance), activities to familiarize children with Czech culture, customs and traditions – stories, poems, songs

- Activity 3: Administration

temporal frame: on an ongoing basis

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

-Activity 4: Preschool

temporal frame: on an ongoing basis

tasks: leading a playgroup of children between 0-3 years, encouraging the child's development in motor, sensory and cognitive areas, creative tasks, communication with parents, interactive behaviour

Qualifications

Field/s of study:

- Teacher training without subject specialization
- Teacher training with subject specialization
- Training for pre-school teachers
- Language acquisition

Level of study: not relevant

Professional competencies: It would be great if the candidate is enthusiastic and creative in various areas. As the candidate will be sharing a responsibility for children's education and progress in learning we would prefer someone who is responsible, hardworking and reliable. It would be great if the candidate enjoys team work as we do lots of social activities in the community and expanding Czech culture and traditions in various ways.

Key competencies/Language skills:

- English - Elementary (Required)
- Czech - Proficiency (Required)

Key competencies/Computer skills:

- Word processing - Independent user
- Spreadsheets - Independent user

Key competencies/Other:

- Adaptability/Flexibility
- Motivating & Inspiring
- Reliability
- Responsibility
- Communication
- Creative Thinking
- Teamwork
- Interpersonal Skills
- Intercultural perception
- Planning & Organizing

How to apply

Please send CV, cover letter by 15/06/2020 at the latest.

Facts

Economic sector: Other education

Application

Required application documents: CV, cover letter

Size: staff 1 to 20

Working language/s: Czech, English

Type of work placement: Internship

City/Country: Warwick United Kingdom

Earliest start date: 01/09/2020

Latest start date: 01/10/2020

Duration: 3-12 months

Remuneration:

Financial contribution: None EUR/month

Contribution in kind:

- travel allowance

Application deadline: 15/06/2020