

Czech School Without Borders, London

Department/Division: Czech School Without Borders, London

The Czech School without Borders, London, is a voluntary organization aiming to develop and promote Czech language abilities and the awareness of Czech culture among Czech-speaking children living in the UK, and other language communities in the UK. The school was founded in October 2007 - originally just as a small arts club for Czech-speaking pre-school children - by the artist Zuzana Jungmanova, who had long been interested in creative activities and working with bilingual children. The initiative developed into the Kids' Art Club and in 2009 the Czech School without Borders, London, was established as a part of an international project Czech School without Borders with branches in London, Paris, Berlin, Munich, Brussels and Zurich. The Czech School without Borders, London, is a voluntary organization. A committee, nominated from amongst the parents together with the director Zuzana Jungmanova, manages the organisation. Parents of children enrolled at the Czech School without Borders, London, automatically become members of the organisation and may directly influence the running of it by participating at the AGM and meetings held during the term. The Czech School without Borders, London, aims to establish itself as a charity and promote education in, and understanding of Czech language, history and culture to Czech, English and other language communities in the UK and fundraise to provide the necessary environment and conditions for our activities.

Position title: Trainee (2 vacancies)

Position purpose: -

Duties and responsibilities: Activity 1: Teaching assistant – Saturday Czech School (school-age children (year 1-9), reception (year 0) and pre-school children) and Wednesday Czech through Play (pre-school and school-age children)

temporal frame: 15 hours

tasks:

- assistance with planning and delivering lessons for school children focusing on Czech language and literature, personal, social and health education
- preparing teaching materials, worksheets, homework and various activities focused on Czech language, literature, personal, social and health education, Czech history and geography
- supporting children in reading and writing activities aimed at improving listening and speaking skills, reading comprehension
- helping with selection of topics to be introduced in the classes, participating actively during the lessons, discussing any misunderstandings incurred due to the children's bilingualism
- preparing workshops for children in local British schools

Activity 2: School extra activities, workshops

temporal frame: 15 hours

tasks:

- organizing special events for parents and friends (theatre, pantomime, musical performances), extra activities to familiarise children with Czech culture, customs and traditions (stories, poems, songs)
- participating in the project Living Museums (choice of the museum, transport, guide)

Activity 3: Administration and organizing

temporal frame: 8 hours

tasks:

- planning special events and trips
- communicating in English with local institutions
- helping with administrative part of the enrolment procedure, correspondence, communicating with parents and committee members

Qualifications

Field/s of study:

- History and archaeology
- Training for pre-school teachers
- Teacher training without subject specialization
- Teacher training with subject specialization
- Language acquisition
- Literature and linguistics

Level of study: master

Professional competencies: - Skills in working with children or other relevant experience which could be beneficial to specific needs of bilingual education at CSWB

- Independent and mature students (CSWB doesn't provide accommodation nor arrange insurance etc.)
- Communicative level of English
- We prefer students of the Faculty of Education studying master's degree or students of History
- Perfect knowledge of the Czech language (native speakers only)

Key competencies/Language skills:

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

Key competencies/Computer skills:

- Word processing - Independent user

Key competencies/Other:

- Responsibility
- Interpersonal Skills
- Initiative
- Teamwork
- Communication
- Adaptability/Flexibility
- Planning & Organizing

How to apply

Please send CV, cover letter, Sending covering letter with description of your expectations about the internship by 15/06/2020 at the latest.

Facts

Economic sector: Education

Size: staff 1 to 20

Working language/s: Czech, English

Type of work placement: Internship

City/Country: London United Kingdom

Earliest start date: 03/09/2020

Latest start date: 05/09/2020

Duration: min. 5 months

Remuneration:

Financial contribution: 0 EUR/month

Contribution in kind:

- none

Application

Required application documents: CV, cover letter,
Sending covering letter with description of your
expectations about the internship

Application deadline: 15/06/2020