Placement Offer Form  
A compléter en anglais et à renvoyer au plus tard le 15/04/14 à l’adresse suivante (avec la mention « offre de stage secteur scolaire »):

[erasup@2e2f.fr](mailto:erasup@2e2f.fr)

|  |  |
| --- | --- |
| **SCHOOL INFORMATION** | |
| Name of organization | Collège du Sacré Coeur |
| Address | 22, rue Barthélémy |
| Postal Code | 13001 |
| City | Marseille |
| Country | France |
| Telephone | 00 33 (0)4.91.48.05.92 |
| Fax | 00 33 (0) 4.91.42.36.32 |
| E-mail | secret.sacrecoeur@modulonet.fr |
| Website | http://www.sacrecoeur-marseille.fr/ |
| Size of organization [nr of employees]: small  (≤ 50), medium (51-250), large (> 250) | Medium |
| Short Description of the school | It’s a school that consists of a playschool, primary and secondary school. It’s situated right in the center of the city. It’s a very dynamic school with many projects being undertaken regularly. It is also well-equipped with a brand new IT room and each classroom has an interactive white board. There are many different cultures and nationalities represented in the school. It’s the oldest school in Marseille. Today there are about 300 pupils and a team of around 30 staff members. It’s like a family and the student-teacher relationship is excellent. |

|  |  |
| --- | --- |
| **CONTACT PERSON DETAILS** | |
| Name | Jacqueline LUCIANI |
| Department / Function | Principal |
| Direct telephone number | 00 33 (0)4.91.48.05.92 |
| Direct mobile | 00 33 (0)6.18.17.20.21 |
| Direct e-mail address | secret.sacrecoeur@modulonet.fr |

|  |  |
| --- | --- |
| **PLACEMENT INFORMATION** | |
| Department / Function | Secondary school / assistant |
| Description of activities | The person will have to assist the conduction of language classes along with the other language department teachers, as well as the possibility of working with other departments such as History-Geography, Biology and Physics-Chemistry. Our current assistant has begun conversation classes at every level and we would hope that the future assistant could continue this. They may be asked to accompany other staff members on excursions or trips from time to time.  The languages studied at the moment are English, Spanish and Italian. We believe in Europe and we have just opened a bilingual class (English and Spanish starting from the age of 11). It would be great if we could have a representative for each of these subjects at some point throughout the year. |
| Duration et period | From beginning of September to end of June |
| Working hours / Weekly working hours | 16 hours a week more or less  4 days a week (Monday or Friday off) |
| City | Marseille |
| Help with finding accommodation | Les Estudines République  63, rue de la république  13002 Marseille  Tel :00 33 (0) 4.91.88.46.04  http://www.estudines.com/residence-logement-etudiant-marseille-8-236.html |
| Other | Means of transport (bus, underground, tramway)  5 minutes away from school |

|  |  |
| --- | --- |
| **REQUIREMENTS** | |
| Oral and written language skills | Good oral and written skills in English, Spanish or Italian |
| Field of study | Any fields of study  However being in our school as an assistant would be of a great help for someone who like to become a teacher. |
| Computer skills | Average to good skills |
| Other | Good team-spirit and open-mindness required to be able to help us out in all our school projects. |