INTERNERSHIP: TEACHING AND ADMINISTRATION

Company description: Our team consists of a combination of young and older teachers, including some recent graduates, who help to create a vibrant and active workplace. We are a growing language school just outside Barcelona (approx. 40 mins away by bus from central Barcelona). Our school caters for children of different age groups as well as adults, and we are pleased to offer tuition in English, French, German and Italian.

Job description: The main objective of our school is to contribute to team work by offering help to both teachers and the Coordinator of Studies. Also, one of our most important goals is to keep up the students’ motivation by offering a wider range of services within a more professional scope. Therefore, we are looking for someone flexible who is interested in teaching and education.

This post is a combination of teaching and marketing tasks.

As regards teaching, you will be teaching conversational English and/or French/German/Italian (speaking and listening) in 90-minute classes. You will be given preparation by experienced teachers as well as young teachers who have been teaching for several years, and we will provide all material for interns.

The post also includes administration tasks, including: preparing your own classes, filing lesson plans, occasional reception work, planning activities and developing on-going projects. Outside of work there is some chance to improve your Spanish (an we can even offer Spanish tuition as a perk), though English is spoken at most times at the school.

If the intern comes from the Business/Financial branch, support to our financial expert can be part of the tasks (accountancy, cash flows, budgets, cost control, etc.) and we can even offer specific tuition on this area as a perk.

As regards the Marketing area, the intern will be in charge of contacting companies by mail or telephone, in order to prospect the market and to appoint visits. Also, he/she will have to deal with communication notices, reminders, etc in written and by telephone. Almost every piece of writing in our centre involves a certain amount of marketing, since it means dealing with the ultimate customer, the student.
**Candidate profile:** Candidates should be sociable and like working and dealing with people, since this task is almost entirely based on dealing with students and companies. Communication skills must be of a high level, to ensure that you can explain well in classes. Knowledge of computer applications such as Outlook, Word, Excel are important as well as for administrative/accountancy tasks. An advanced / fluent command of English is essential – fluency in other languages is a sought after advantage too (especially French and German).

Candidates should also bear in mind that this is a full-time teaching and administration post of some 35 weekly hours (exact number depends on class configuration), and so must show keen interest in teaching in their CV (either by previous experience or skills and interests).

**Remuneration:** we offer a stipend of 200€/month according to duration of internship. Our preference is between 6 to 12 months, starting in September.

HOWEVER ACCOMMODATION IS PAID BY THE COMPANY AND ELECTRICITY, RUNNING WATER, AND OTHER EXPENSES ARE PARTLY INCLUDED (120€/MONTH TO BE SHARED AMONGST THE INTERNS SHARING THE FLAT).

**Duration:**

**To apply:** please email brief cover letter and CV to sgranados@elittelm.com to the attention of Susana Granados.