



## ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION		
Name of organization	CZECH SALES ACADEMY Trutnov - SOŠ s.r.o.	
Address incl. post code	Polská 367, 541 01 Trutnov	
Telephone	+420 499 815 223	
E-mail	studijni@csacademy.cz	
Website	Www.csacademy.cz	
Number of employees	10	
Short description of the company	A sales secondary school providing secondary education to future salesmen.	
Other		

CONTACT DETAILS		
Contact person for this placement	Monika Benesova	
Department and designation / job title	Free-time Activities Manager	
Direct telephone number	+420 777 792 668	
E-mail address	benesova@csacademy.cz	





PLACEMENT INFORMATION		
Description of activities	English Weekend Program Lecturer English Teacher Assistant	
	Job description of English Weekend Programs Lecturer  • Prepare a plan for the English Weekend Program including a detailed description of activities	
	<ul> <li>Prepare, plan, organize and run weekend activities/events/trips for group of 10 students (Weekend activities must develop students' English)</li> </ul>	
	Establish a natural and health environment that enables students to acquire English in an attractive and effective way	
	Speak English to students all the time	
	Motivate students to use English at all times	
	Give appropriate feedback to students	
	Research new topic areas and ideas for English Weekend Programs	
	Manage students' behaviour and apply appropriate and effective measures in cases of misbehaviour	
	Regularly report to Free-time Activities Manager	
	Liaise with other professionals	
	Job description of <b>English Teachers Assistant</b> work  • Help to run English lessons	
	Help to educate talented students (so that the English Teacher can focus on the rest of the class)	
	Give extra lessons to slow students (2 lessons per week)	
Department / Function	Free-time activities	
Location	Trutnov, Czech Republic - with field trips during weekends	
Duration	1. 3. 2014 – 30. 6. 2014	
Working hours per week	40 hours per week	
Accommodation	We will assist in finding a cheap accommodation (either private accommodation or a cheap hotel)	





Details of financial and "in kind" support to be provided	up to 8000 CZK per month
Other	

COMPETENCES, SK	ILLS and EXPERIENCE REQUIREMENTS
Languages and level of competence required	• 3 <sup>rd</sup> level qualification in Education and/or fully qualified to Teach English as a Foreign Language (TEFL/CELTA/TESOL certified)
	Minimum 1 year experience teaching English to students (experience at university is also accepted)
	Experience teaching teenagers is preferred but not essential
	Native English speaker (or equivalent level of fluency)
	Creative, innovative person who enjoys using their initiative
	Enthusiastic and motivated to work with young people
	Excellent communication and organisational skills
	Reliability and ability to solve problems
Computer skills and level of skills required	MS Word, internet skills
Drivers license	No
Other	No criminal records

INFORMATION PROVIDED BY		
Name	Monika Benesova	
Department / Function	Free-time Activities Manager	
E-mail address	benesova@csacademy.cz	
Phone number(s)	+420 777 792 668	
Date	January 24, 2014	