

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: Stážista/stážistka, Česká škola bez hranic, Londýn (2 místa)

Position purpose: Intern at Czech School without Borders, London (an unpaid internship in the form of volunteering) - two places

Duties and responsibilities: - The intern works 38 hours per week (distributed unevenly during the week depending on the organisation's needs)

- CSWB's classes take place on Wednesdays and Saturdays, meaning that the intern is expected to work on those days without fail
- Apart from those days, the intern may be asked to help with organising extra-curricular activities (international workshops, literary events for children, celebrations of Czech traditional festivities etc.)

- The intern is expected to take an active part in planning and preparing lessons and delivering the lessons themselves (always supervised by the teacher to whom the intern is assigned), the teacher assigns the intern material or activities to produce for the lessons, and the teacher, head teacher, director or coordinator may also ask the intern to perform administrative tasks such as photocopying, e-mail, creating and updating contact lists etc.

Qualifications

Field/s of study:

- Mother tongue
- Foreign languages
- Teacher training and education science (broad programmes)

Level of study: master

Professional competencies: What we need:

- Experience working with children or other relevant experience which could be beneficial to specific needs of bilingual education at CSWB
- CV
- Covering letter describing what you expect from the internship
- The internship is at least 5 months long (CSWB offers internships that are longer than 5 months, for instance internships lasting from 5 to 12 months)
- 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
- A 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
- 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 20/11/2018 at the latest.

Facts

Economic sector: Education

Size: staff 1 to 20

Application

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

Working language/s: Czech, English

Type of work placement: Internship

City/Country: London United Kingdom

Earliest start date: 18/02/2019

Latest start date: 21/02/2019

Duration: 5.0 months

Remuneration:

Financial contribution: 0 EUR/month

Contribution in kind:

- none

expectations about the internship

Application deadline: 20/11/2018