

LANGUAGE ACADEMY ASSISTANT INTERNSHIP IN MADRID SPAIN

DESCRIPTION OF THE COMPANY:

This foreign language academy offers a broad range of language courses (English, French, German, Chinese, Russian, Portuguese and Spanish) for all kinds of levels and age groups. Classes are offered in Spain, England, Ireland and the United States. On top of that they organize summer schools in Spain and abroad to give full immersion to the learning experience.

If you want to enhance your teaching experience abroad and work with an experienced team of native professors and mentors, then you are at the right place.

DURATION: 6 months

REQUIREMENTS:

Teaching vocation

Filing and indexing paperwork

Identifying community skills, assets, issues, and needs

Classroom management

RECOMMENDATIONS:

Multicultural competence

Enthusiastic and positive style of delivering knowledge

Know how to manage different level groups

Basic administration skills

TASKS:

- Maintain communication with the customer by phone, through email and in person
- Developing and producing visual aids and teaching resources
- Organising learning materials and resources and making imaginative use of resources
- (Help) planning, preparing and delivering lessons to a range of classes and age groups
- Help preparing and setting tests, examination papers and exercises
- Marking and providing appropriate feedback on oral and written work
- Basic administration, such as keeping student registers and attendance records
- Helping learners who are underperforming in their subjects, either on a one-to-one basis outside the classroom or within lessons
- Explaining complex ideas and findings in a way that can be easily understood
- Work with corporative tools (CRM, e-mail, phone, social media)

WORKING HOURS: 30 hours per week

LANGUAGES:

- English (at least B2)
- Spanish (at least A2)