



Academic Intern

REF. No. 958

About us

This work placement is an interesting opportunity to work within the Academic Team and to gain insight into teaching English as a foreign language. With the main focus being on classroom assistance for our Young Learners (aged 5-11) and providing operational support in the running of our Junior Vacation Programme (Teenage students aged 12-17), this placement also offers a variety of administrative and operational duties in a multi-national school working with people from all over the world. It is an exciting opportunity where every day will have a different challenge.

Number of employees

30-120 depending on season

Tasks

Main duties:

Provide assistance in our Explorer classes, operational support for our Junior Vacation Programme and other administrative and operational duties

Specific duties:

a) Provide assistance in our Explorer classes

- Assist with classroom preparation and lesson material.
- Take responsibility for the upkeep of classroom and learning resources, ensuring an optimal teaching and learning environment.
- Ensuring there is sufficient learning stock in all classrooms and all material is in good working order.
- Act as a socio-cultural mediator and learning facilitator for students showing difficulties during the course.
- Supervise children should they need to leave the classroom during lesson time.
- Supervise young learners during breaks, ensuring children do not enter restricted areas and do not cause disturbance on the premises.



- Accompanying students on outdoor lessons when required.

b) Operational support for our Junior Vacation Programme

- Assist the Academic Department with the running of Junior Vacation courses from off-site school premises.
- Check student attendance and communicate any absences to the Academic Manager / Registrar.
- Follow up student absence with homestay providers and group leaders.
- Direct students to their classrooms and advise them of room changes.
- Provide administrative support to the Academic team as and when required.
- Communicate any course requests made by students to the Academic Manager.

c) Other administrative and operational duties

- Assist with setting up and supervise language test of new arrivals, with a particular focus on Explorer learners.
- Assist the Academic Department with marking level tests.
- Daily inputting of student attendance.
- Notifying the Academic Manager or Registrar of any irregularities with student attendance
- Producing registers.
- Filing of student level tests and teacher registers.
- Providing Airport assistance for arriving / departing students.
- Other interdepartmental duties as may be allocated in line with the needs of the business.

Skills needed

- UK resident or EU citizen only
- Fluent English both written and spoken
- Knowledge of at least one other foreign language would be desirable
- Background in education is beneficial but not essential

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- must feel passionate about working with young children and in a multicultural environment
- Excellent communication skills
- Good computer skills with Excel, Word etc
- Good interpersonal skills
- Polite & friendly
- Highly organised
- Team player
- Hardworking
- Interested in foreign cultures
- Good sense of humour
- Must have a flexible attitude and show willingness to undertake delegated tasks

Skills to be acquired

- A variety of English teaching techniques obtained through observing classes of learners of all ages
- Administrative skills
- Communication skills
- Fluency in English
- Customer service skills

Duration of the internship

To be confirmed according to needs of department and availability of intern.

Office languages

English

Location

Brighton, BN1

Financial support

This work placement is unpaid.

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We can help arrange homestay accommodation on B&B or half board basis at a reduced rate.

Weekly travel pass included.

References will be provided at the end of the internship period.

Office hours

38.75 hours per week, flexible shifts from Monday to Friday between 8:30 and 18:00. Hours may be reduced on quieter days