

Erasmus+ Formulario de Oferta de Prácticas

DATOS DE LA EMPRESA	
Nombre de la organización	KONTAKT Centrum Języków Obcych. EDUSYSTEM Sp. z o.o. (SRL)
Dirección	PLAC BERNARDYŃSKI 1A/1 (en el centro de la ciudad)
Código postal	61-844
Ciudad	Poznań
País	Polonia
Teléfono	+ 48 61 851 31 41
Fax	+ 48 61 851 38 27
E-mail	kontakt@cjo.pl kontaktespanol@cjo.pl
Página web	www.kontakt.cjo.pl www.kontaktespanol.pl
Tamaño de la empresa	mediana
Año de fundación	2000
Corta descripción de la empresa	<p>KONTAKT es una escuela de idiomas privada que ofrece cursos de idiomas para jóvenes y adultos (inglés, español, alemán, francés, italiano, portugués, ruso, catalán y polaco). Aparte de los cursos generales, cursos Business y preparativos para obtención de certificados oficiales, la escuela organiza muchísimos eventos, festivales y actividades adicionales, promoviendo la cultura europea, la idea de aprender idiomas y viajar por todo el mundo. Además, la escuela colabora con escuelas situadas en otros países europeos (Reino Unido, Malta, España, Alemania, Francia, Portugal, Italia), ofreciendo cursos de idiomas en el extranjero. Asimismo, la escuela es un centro examinador autorizado por ETS: organiza exámenes de inglés, alemán y francés. La escuela también organiza sesiones de exámenes DELE.</p> <p>KONTAKT is a private language school offering language courses for older teenagers and adults (English, Spanish, German, French, Italian, Portuguese, Russian, Catalan and Polish). Apart from general, business and exam preparation courses, the school organizes lots of additional events, activities and festivals, promoting European culture and the idea of learning languages and travelling around the world. The school also cooperates with schools situated in other European countries (the UK, Malta, Ireland, Spain, Germany, France, Portugal, Italy), offering students language courses abroad. The school is also an authorized ETS exam center, administrating exams in English, German, French. The school also organizes DELE exam sessions.</p>
Otros	Desde 2012 la escuela ha acogido con éxito alumnos en prácticas de los programas Erasmus, Erasmus + y Leonardo Da Vinci de España, Alemania, Portugal, Italia, Finlandia, Croacia, Grecia, Chipre, etc. El personal de la escuela es

	<p>mayoritariamente polaco pero hemos tenido también profesores nativos extranjeros de lengua inglesa, española, italiana, rusa y portuguesa.</p> <p>Since 2012 the school has successfully hosted Erasmus, Erasmus+ and Leonardo da Vinci trainees from Spain, Germany, Portugal, Italy, Finland, Croatia, Greece, Cyprus etc. The school's staff is mostly Polish but we've also got foreign teachers- native speakers of English, Spanish, Italian, Russian and Portuguese</p>
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DATOS DE LA PERSONA DE CONTACTO	
Nombre	Katarzyna Skrzypczak
Departamento / Función	Directora de Estudios
Teléfono móvil directo	+ 48 608 657 002
Dirección de e-mail	kasia@cjo.pl

DATOS DE LA PRÁCTICA OFERTADA	
Departamento / Función	Auxiliar de lengua y cultura españolas
Descripción de las actividades	<p>Creemos que enseñar idiomas es mucho más que practicar estructuras gramaticales y el vocabulario nuevo; por tanto, aparte de los cursos de idiomas tradicionales, ofrecemos a nuestros estudiantes un abánico de eventos y actividades adicionales, promoviendo la cultura europea y la idea de aprender idiomas. Quisiéramos que el hecho de recibir a un becario contribuyera a la mejora de la conciencia cultural de nuestros estudiantes y profesores e hiciera nuestro programa lingüístico y cultural más complejo y habitual.</p> <p>Las tareas del auxiliar incluirán:</p> <ul style="list-style-type: none"> ▪ organizar, apoyar eventos y actividades lingüísticas y culturales ▪ como un orador invitado, dar clases sobre su país, cultura y tradiciones ▪ organizar talleres lingüísticos y clases de cultura ▪ dirigir un club de conversación ▪ durante la jornada en la escuela , asistir a estudiantes con problemas de aprendizaje ▪ asistir a profesores y estudiantes en los cursos de idiomas ▪ elaborar materiales didácticos, especialmente aquellos que estén relacionados con temas culturales ▪ traducir y preparar materiales que promocionen la cultura y la enseñanza de idiomas para la página web de la escuela y sus medios sociales ▪ colaborar con escuelas de idiomas del extranjero <p>We believe that teaching languages is much more than practicing grammar structures and new vocabulary. That is why, apart from traditional language courses, we offer our students lots of additional events and activities, promoting European culture and the idea of learning languages. By hosting a trainee we'd like to further improve cultural awareness of our students and teachers and make our language and cultural program for students more complex and regular.</p> <p>The trainee's tasks will include:</p> <ul style="list-style-type: none"> ▪ organizing and supporting language & cultural events, activities ▪ giving guest lectures about his/her country, culture and traditions ▪ organizing language workshops and culture classes ▪ leading conversation club

	<ul style="list-style-type: none"> ▪ teaching Spanish to teenaged and adult students ▪ assisting students with individual learning problems during duty hours at school ▪ assisting teachers and students during language courses ▪ developing teaching materials, especially those related with cultural topics ▪ translation work, preparing materials promoting culture and learning languages for school's websites and social media ▪ cooperating with language schools abroad
Duración	<p>2020, 2021: duración: Mínimo 2 - 12 meses máximo.</p> <p>2020, 2021: duration: min. 2 – max. 12 months</p>
Jornada / Horario de trabajo semanal	<p>De lunes a viernes, horario flexible dependiendo de tareas específicas La escuela está abierta de 9:00 am a 9:00 pm, la mayoría de las clases se llevan a cabo por la tarde y por la noche (4:00 a 9:00 pm)</p> <p>Monday- Friday, flexible hours depending on specific tasks The school is open 9:00 am-9:00 pm, most classes are held in the afternoons and evenings (4 p.m. to 9 p.m.)</p>
Ciudad	<p>Poznań La escuela está situada en el centro, cerca del Casco Viejo</p> <p>Poznań, Poland The school is located in the city center, next to the Old Market</p>
Posibilidades de ayudar buscar alojamiento	<p>La escuela puede prestar ayuda en la búsqueda del alojamiento The school can help with finding accommodation</p>
Otros	<p>La escuela puede ofrecer un curso de idioma gratuito The school can offer a free language course</p>

REQUISITOS/ PERFIL DEMANDADO

Habilidades lingüísticas, orales y escritas	<p>Conocimiento nativo del español e interés por la cultura española Habilidades comunicativas en inglés (min. B1)</p> <p>Native knowledge of Spanish, interest in culture, good communication skills in English (min. B1)</p>
Campos de estudio	<p>Idiomas, literatura, cultura, turismo, educación, metodología didáctica, etc. Languages, linguistics, literature, culture, tourism, education, methodology of teaching etc</p>
Informática	<p>Conocimientos informáticos básicos Basic computer skills, ability to use modern technologies in the classroom</p>
Otros	<p>Esperamos que el/la becario/a sea una persona creativa, adaptable y comunicativa. Además, la capacidad de trabajar en equipo tendría gran importancia. Apreciaríamos cualquier tipo de experiencia en el sector educativo.</p> <p>We expect the trainee to be a creative, flexible and communicative person. Teamwork skills would also be very important. We would appreciate any experience in education sector.</p>

Erasmus+ Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	KONTAKT Centrum Języków Obcych. EDUSYSTEM Sp. z o.o.
Address	PLAC BERNARDYŃSKI 1A/1 (in the city center)
Postal Code	61-844
City	Poznań
Country	Poland
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E-mail	kontakt@cjo.pl kontaktespanol@cjo.pl
Website	www.kontakt.cjo.pl www.kontaktespanol.pl
Size of enterprise [nr of employees]: small (≤ 50), medium (51-250), large (> 250)	medium
Year of foundation	2 000
Short Description of the Company	KONTAKT is a private language school offering language courses for older teenagers and adults (English, Spanish, German, French, Italian, Portuguese, Russian, Catalan and Polish). Apart from general, business and exam preparation courses, the school organizes lots of additional events, activities and festivals, promoting European culture and the idea of learning languages and travelling around the world. The school also cooperates with schools situated in other European countries (the UK, Malta, Spain, Germany, France, Portugal, Italy), offering students language courses abroad. The school is also an authorized exam center, administrating exams in English, German, Spanish and French.
Other	Since 2012 the school has successfully hosted Erasmus, Erasmus+ and Leonardo da Vinci trainees from Spain, Germany, Portugal, Italy, France, Finland, Croatia, Greece, Cyprus, Romania etc. The school's staff is mostly Polish but we've also got many foreign teachers- native speakers of English, Spanish, Italian, Russian and Portuguese.

CONTACT PERSON DETAILS	
Name	Katarzyna Skrzypczak
Department / Function	Director of studies
Direct mobile	+ 48 608 657 002
Direct e-mail address	kasia@cjo.pl

PLACEMENT INFORMATION

Department / Function	German language & culture assistant
Description of activities	<p>We believe that teaching languages is much more than practicing grammar structures and new vocabulary. That is why, apart from traditional language courses, we offer our students lots of additional events and activities, promoting European culture and the idea of learning languages. By hosting a trainee we'd like to further improve cultural awareness of our students and teachers and make our language and cultural program for students more complex and regular.</p> <p>The trainee's tasks will include:</p> <ul style="list-style-type: none"> ▪ organizing and supporting language & cultural events, activities ▪ giving guest lectures about his/her country, culture and traditions ▪ organizing language workshops and culture classes ▪ leading conversation club ▪ teaching German to adult students ▪ assisting students with individual learning problems during duty hours at school ▪ assisting teachers and students during language courses ▪ developing teaching materials, especially those related with cultural topics ▪ translation work, preparing materials promoting culture and learning languages for school's websites and social media ▪ cooperating with language schools abroad
Duration	min. 2 – max. 12 months within 2020 or 2021
Working hours / Weekly working hours	Monday- Friday, flexible hours depending on specific tasks The school is open 9:00 am-9:00 pm, most classes are held in the afternoons and evenings (4 p.m. to 9 p.m.)
City	Poznań, Poland The school is located in the historical city center, close to the Old Market
Help with finding accommodation	The school can help with finding accommodation, planning the journey etc
Other	The school can offer a free language course
REQUIREMENTS	
Oral and written language skills	<ul style="list-style-type: none"> ▪ Native knowledge of German or graduation from the German language department ▪ interest in culture ▪ communicative skills in English
Field of study	Languages, european studies, literature, culture, tourism, education, methodology of teaching etc
Computer skills	Basic computer skills
Other	We expect the trainee to be a creative, flexible and communicative person. Teamwork skills would also be very important. We would appreciate any experience in education sector.

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Website	www.kontakt.cjo.pl www.kontaktespanol.pl
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Other	Since 2012 the school has successfully hosted Erasmus, Erasmus+ and Leonardo da Vinci trainees from Spain, Germany, Portugal, Italy, France, Finland, Croatia, Greece, Cyprus, Romania etc. The school's staff is mostly Polish but we've also got many foreign teachers- native speakers of English, Spanish, Italian, Russian and Portuguese.

CONTACT PERSON DETAILS	
Name	Katarzyna Skrzypczak
Department / Function	Director of studies
Direct mobile	+ 48 608 657 002
Direct e-mail address	kasia@cjo.pl

PLACEMENT INFORMATION

Department / Function	Digital marketing/Graphic Design/photography assistant
Description of activities	<p>We believe that teaching languages is much more than practicing grammar structures and new vocabulary. That is why, apart from traditional language courses, we offer our students lots of events and activities, promoting European culture and the idea of learning languages. By hosting a trainee we'd like to further improve cultural awareness of our students and introduce some fresh ideas and projects into our marketing.</p> <p>The trainee's tasks will include:</p> <ul style="list-style-type: none"> - preparing multimedia presentations for marketing department and for teachers - preparing photos, films, slideshows for school's marketing and the website and social media - administrating social media profiles and advertising campaigns on the social media - visual documenting school's life and cultural/ promotional events - other marketing tasks connected with the Internet and modern technologies (digital marketing) - designing graphics, leaflets, posters for marketing and PR department - designing iconographies for school's social media profiles - preparing promotional materials before printing - developing visual teaching materials
Duration	min. 2 – max. 12 months within 2020, 2021
Working hours / Weekly working hours	Monday- Friday, flexible hours depending on specific tasks The school is open 9:00 am-9:00 pm, most classes are held in the afternoons and evenings (4 p.m. to 9 p.m.)
City	Poznań, Poland The school is located in the historical city center, next to the Old Market
Help with finding accommodation	The school can help with finding accommodation
Other	The school can offer a free language course

REQUIREMENTS	
Oral and written language skills	Good communication skills in English (min. B2)
Field of study	Graphic Design, Communication, ICT marketing, creative design, PR, digital marketing
Computer skills	Good ICT skills
Other	We expect the trainee to be a creative, flexible and communicative person. Teamwork skills would also be very important.

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Website	www.kontakt.cjo.pl www.kontaktespanol.pl
Size of enterprise	medium
Year of foundation	2 000
Short Description of the Company	KONTAKT is a private language school offering language courses for older teenagers and adults (English, Spanish, German, French, Italian, Portuguese, Russian, Catalan and Polish). Apart from general, business and exam preparation courses, the school organizes lots of additional events, activities and festivals, promoting European culture and the idea of learning languages and travelling around the world. The school also cooperates with schools situated in other European countries (the UK, Malta, Ireland, Spain, Germany, France, Portugal, Italy), offering students language courses abroad. The school is also an authorized ETS exam center, administrating exams in English, German and French.
Other	Since 2012 the school has successfully hosted Erasmus, Erasmus+ and Leonardo da Vinci trainees from Spain, Germany, Portugal, Italy, France, Finland, Croatia, Greece, Cyprus, Romania etc. The school's staff is mostly Polish but we've also got many foreign teachers- native speakers of English, Spanish, Italian, Russian and Portuguese.

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Name	Katarzyna Skrzypczak
Department / Function	Director of studies
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Direct e-mail address	kasia@cjo.pl

PLACEMENT INFORMATION	
Department / Function	English language & culture assistant
Description of activities	<p>We believe that teaching languages is much more than practicing grammar structures and new vocabulary. That is why, apart from traditional language courses, we offer our students lots of additional events and activities, promoting European culture and the idea of learning languages. By hosting a trainee we'd like to further improve cultural awareness of our students and teachers and make our language and cultural program for students more complex and regular.</p> <p>The trainee's tasks will include:</p> <ul style="list-style-type: none"> ▪ organizing and supporting language & cultural events, activities ▪ giving guest lectures about his/her country, culture and traditions ▪ organizing language workshops and culture classes ▪ leading English conversation club ▪ teaching English to teenager and adult students ▪ assisting students with individual learning problems during duty hours at school ▪ assisting teachers and students during language courses ▪ developing teaching materials, especially those related with cultural topics ▪ translation work, preparing materials promoting culture and learning languages for school's websites and social media ▪ cooperating with language schools abroad
Duration	min. 2 – max. 12 months within 2020 or 2021
Working hours / Weekly working hours	Monday- Friday, flexible hours depending on specific tasks The school is open 9:00 am-9:00 pm, most classes are held in the afternoons and evenings (4 p.m. to 9 p.m.)
City	Poznań, Poland The school is located in the historical city center, next to the Old Market
Help with finding accommodation	The school can help with finding accommodation, planning the journey etc
Other	The school can offer a free language course

REQUIREMENTS	
Oral and written language skills	Native knowledge of English or graduation from the English language department (C1/C2 level of English), interest in culture, good communication skills
	Languages, linguistics, literature, culture, tourism, education, methodology of teaching etc
	Basic computer skills, ability to use modern technologies in the classroom
	We expect the trainee to be a creative, flexible and communicative person. Teamwork skills would also be very important. We would appreciate any experience in education sector.

Erasmus+ Placement Offer Form

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Website	www.kontakt.cjo.pl www.kontaktespanol.pl
Size of enterprise	medium
Year of foundation	2 000
Short Description of the Company	KONTAKT is a private language school offering language courses for older teenagers and adults (English, Spanish, German, French, Italian, Portuguese, Russian, Catalan and Polish). Apart from general, business and exam preparation courses, the school organizes lots of additional events, activities and festivals, promoting European culture and the idea of learning languages and travelling around the world. The school also cooperates with schools situated in other European countries (the UK, Malta, Ireland, Spain, Germany, France, Portugal, Italy), offering students language courses abroad. The school is also an authorized ETS exam center, administrating exams in English, German and French.
Other	Since 2012 the school has successfully hosted Erasmus, Erasmus+ and Leonardo da Vinci trainees from Spain, Germany, Portugal, Italy, France, Finland, Croatia, Greece, Cyprus, Romania etc. The school's staff is mostly Polish but we've also got many foreign teachers- native speakers of English, Spanish, Italian, Russian and Portuguese.

CONTACT PERSON DETAILS	
Name	Katarzyna Skrzypczak
Department / Function	Director of studies
Direct mobile	+ 48 608 657 002
Direct e-mail address	kasia@cjo.pl

PLACEMENT INFORMATION	
Department / Function	French language & culture assistant
Description of activities	<p>We believe that teaching languages is much more than practicing grammar structures and new vocabulary. That is why, apart from traditional language courses, we offer our students lots of additional events and activities, promoting European culture and the idea of learning languages. By hosting a trainee we'd like to further improve cultural awareness of our students and teachers and make our language and cultural program for students more complex and regular.</p> <p>The trainee's tasks will include:</p> <ul style="list-style-type: none"> ▪ organizing and supporting language & cultural events, activities ▪ giving guest lectures about his/her country, culture and traditions ▪ organizing language workshops and culture classes ▪ leading French conversation club ▪ teaching French to teenager and adult students ▪ assisting students with individual learning problems during duty hours at school ▪ assisting teachers and students during language courses ▪ developing teaching materials, especially those related with cultural topics ▪ translation work, preparing materials promoting culture and learning languages for school's websites and social media ▪ cooperating with language schools abroad
Duration	min. 2 – max. 12 months within 2020 or 2021
Working hours / Weekly working hours	Monday- Friday, flexible hours depending on specific tasks The school is open 9:00 am-9:00 pm, most classes are held in the afternoons and evenings (4 p.m. to 9 p.m.)
City	Poznań, Poland The school is located in the historical city center, next to the Old Market
Help with finding accommodation	The school can help with finding accommodation, planning the journey etc
Other	The school can offer a free language course

REQUIREMENTS	
Oral and written language skills	Native knowledge of French or graduation from the French language department, interest in culture, good communication skills
	Languages, linguistics, literature, culture, tourism, education, methodology of teaching etc
	Basic computer skills, ability to use modern technologies in the classroom
	We expect the trainee to be a creative, flexible and communicative person. Teamwork skills would also be very important. We would appreciate any experience in education sector.

Erasmus+ Placement Offer Form

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Website	www.kontakt.cjo.pl www.kontaktespanol.pl
Size of enterprise	medium
Year of foundation	2 000
Short Description of the Company	KONTAKT is a private language school offering language courses for older teenagers and adults (English, Spanish, German, French, Italian, Portuguese, Russian, Catalan and Polish). Apart from general, business and exam preparation courses, the school organizes lots of additional events, activities and festivals, promoting European culture and the idea of learning languages and travelling around the world. The school also cooperates with schools situated in other European countries (the UK, Malta, Ireland, Spain, Germany, France, Portugal, Italy), offering students language courses abroad. The school is also an authorized ETS exam center, administrating exams in English, German and French.
Other	Since 2012 the school has successfully hosted Erasmus, Erasmus+ and Leonardo da Vinci trainees from Spain, Germany, Portugal, Italy, France, Finland, Croatia, Greece, Cyprus, Romania etc. The school's staff is mostly Polish but we've also got many foreign teachers- native speakers of English, Spanish, Italian, Russian and Portuguese.

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Name	Katarzyna Skrzypczak
Department / Function	Director of studies
Direct mobile	+ 48 608 657 002
Direct e-mail address	kasia@cjo.pl

PLACEMENT INFORMATION	
Department / Function	Italian language & culture assistant
Description of activities	<p>We believe that teaching languages is much more than practicing grammar structures and new vocabulary. That is why, apart from traditional language courses, we offer our students lots of additional events and activities, promoting European culture and the idea of learning languages. By hosting a trainee we'd like to further improve cultural awareness of our students and teachers and make our language and cultural program for students more complex and regular.</p> <p>The trainee's tasks will include:</p> <ul style="list-style-type: none"> ▪ organizing and supporting language & cultural events, activities ▪ giving guest lectures about his/her country, culture and traditions ▪ organizing language workshops and culture classes ▪ leading Italian conversation club ▪ teaching Italian to teenager and adult students ▪ assisting students with individual learning problems during duty hours at school ▪ assisting teachers and students during language courses ▪ developing teaching materials, especially those related with cultural topics ▪ translation work, preparing materials promoting culture and learning languages for school's websites and social media ▪ cooperating with language schools abroad
Duration	min. 2 – max. 12 months within 2020 or 2021
Working hours / Weekly working hours	Monday- Friday, flexible hours depending on specific tasks The school is open 9:00 am-9:00 pm, most classes are held in the afternoons and evenings (4 p.m. to 9 p.m.)
City	Poznań, Poland The school is located in the historical city center, next to the Old Market
Help with finding accommodation	The school can help with finding accommodation, planning the journey etc
Other	The school can offer a free language course

REQUIREMENTS	
Oral and written language skills	Native knowledge of English or graduation from the Italian language department, interest in culture, good communication skills
	Languages, linguistics, literature, culture, tourism, education, methodology of teaching etc
	Basic computer skills, ability to use modern technologies in the classroom
	We expect the trainee to be a creative, flexible and communicative person. Teamwork skills would also be very important. We would appreciate any experience in education sector.

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Website	www.kontakt.cjo.pl www.kontaktespanol.pl
Size of enterprise	medium
Year of foundation	2 000
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Other	Since 2012 the school has successfully hosted Erasmus, Erasmus+ and Leonardo da Vinci trainees from Spain, Germany, Portugal, Italy, France, Finland, Croatia, Greece, Cyprus, Romania etc. The school's staff is mostly Polish but we've also got many foreign teachers- native speakers of English, Spanish, Italian, Russian and Portuguese.

CONTACT PERSON DETAILS	
Name	Katarzyna Skrzypczak
Department / Function	Director of studies
Direct mobile	+ 48 608 657 002
Direct e-mail address	kasia@cjo.pl

PLACEMENT INFORMATION

Department / Function	Portuguese language & culture assistant
Description of activities	<p>We believe that teaching languages is much more than practicing grammar structures and new vocabulary. That is why, apart from traditional language courses, we offer our students lots of additional events and activities, promoting European culture and the idea of learning languages. By hosting a trainee we'd like to further improve cultural awareness of our students and teachers and make our language and cultural program for students more complex and regular.</p> <p>The trainee's tasks will include:</p> <ul style="list-style-type: none"> ▪ organizing and supporting language & cultural events, activities ▪ giving guest lectures about his/her country, culture and traditions ▪ organizing language workshops and culture classes ▪ leading Portuguese conversation club ▪ teaching Portuguese to teenagers and adult students ▪ assisting students with individual learning problems during duty hours at school ▪ assisting teachers and students during language courses ▪ developing teaching materials, especially those related with cultural topics ▪ translation work, preparing materials promoting culture and learning languages for school's websites and social media ▪ cooperating with language schools abroad
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Help with finding accommodation	The school can help with finding accommodation, planning the journey etc
Other	The school can offer a free language course

REQUIREMENTS

Oral and written language skills	Native knowledge of Portuguese or graduation from the Portuguese language department, interest in culture, good communication skills
	Languages, linguistics, literature, culture, tourism, education, methodology of teaching etc
	Basic computer skills, ability to use modern technologies in the classroom
	We expect the trainee to be a creative, flexible and communicative person. Teamwork skills would also be very important. We would appreciate any experience in education sector.

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Size of enterprise	medium
Year of foundation	2 000
Short Description of the Company	KONTAKT is a private language school offering language courses for older teenagers and adults (English, Spanish, German, French, Italian, Portuguese, Russian, Catalan and Polish). Apart from general, business and exam preparation courses, the school organizes lots of additional events, activities and festivals, promoting European culture and the idea of learning languages and travelling around the world. The school also cooperates with schools situated in other European countries (the UK, Malta, Ireland, Spain, Germany, France, Portugal, Italy), offering students language courses abroad. The school is also an authorized ETS exam center, administrating exams in English, German and French.
Other	Since 2012 the school has successfully hosted Erasmus, Erasmus+ and Leonardo da Vinci trainees from Spain, Germany, Portugal, Italy, France, Finland, Croatia, Greece, Cyprus, Romania etc. The school's staff is mostly Polish but we've also got many foreign teachers- native speakers of English, Spanish, Italian, Russian and Portuguese.

CONTACT PERSON DETAILS	
Name	Katarzyna Skrzypczak
Department / Function	Director of studies
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PLACEMENT INFORMATION	
Department / Function	Russian language & culture assistant
Description of activities	<p>We believe that teaching languages is much more than practicing grammar structures and new vocabulary. That is why, apart from traditional language courses, we offer our students lots of additional events and activities, promoting European culture and the idea of learning languages. By hosting a trainee we'd like to further improve cultural awareness of our students and teachers and make our language and cultural program for students more complex and regular.</p> <p>The trainee's tasks will include:</p> <ul style="list-style-type: none"> ▪ organizing and supporting language & cultural events, activities ▪ giving guest lectures about his/her country, culture and traditions ▪ organizing language workshops and culture classes ▪ leading Russian conversation club ▪ teaching Russian to teenager and adult students ▪ assisting students with individual learning problems during duty hours at school ▪ assisting teachers and students during language courses ▪ developing teaching materials, especially those related with cultural topics ▪ translation work, preparing materials promoting culture and learning languages for school's websites and social media ▪ cooperating with language schools abroad
Duration	min. 2 – max. 12 months within 2020 or 2021
Working hours / Weekly working hours	Monday- Friday, flexible hours depending on specific tasks The school is open 9:00 am-9:00 pm, most classes are held in the afternoons and evenings (4 p.m. to 9 p.m.)
City	Poznań, Poland The school is located in the historical city center, next to the Old Market
Help with finding accommodation	The school can help with finding accommodation, planning the journey etc
Other	The school can offer a free language course

REQUIREMENTS	
Oral and written language skills	Native knowledge of Russian or graduation from the Russian language department, interest in culture, good communication skills
	Languages, linguistics, literature, culture, tourism, education, methodology of teaching etc
	Basic computer skills, ability to use modern technologies in the classroom
	We expect the trainee to be a creative, flexible and communicative person. Teamwork skills would also be very important. We would appreciate any experience in education sector.