



## **Erasmus Student Work Placement in public educational institutions in the Canary Islands**

The Oficina de Programas Europeos de Educación en Canarias (OPEEC) is an administrative unit dependent on the Regional Ministry of Education and Universities of the Canary Islands Government (Spain). Its objective is the promotion of the Erasmus+ programme of the EC in our region and it is the link between the educational institutions in the Canaries and the body that manages the funding of actions (the SEPIE our national agency, and the EACEA). Within the Erasmus student mobility for placement projects, our role is to share and facilitate the administrative procedures in order to better match student profiles and educational institutions wishing to host Erasmus students on their placements.

### **Placements available for Erasmus students**

In the Canary Islands, there are different teaching assistant positions in Primary, Secondary, Vocational Training, Adults and Official Schools of Languages available for Erasmus students wishing to do a placement. These placements in educational institutions are mainly teaching-related positions, but students can also combine the teaching activity with administrative tasks. The OPEEC will find the school that best suits.

### **Tasks to undertake**

In general terms, the Erasmus will assist and collaborate with the team of teachers in their class routines designing and putting into practice activities and communicative situations promoting the improvement of our students' linguistic competence and participate in the different projects running successfully at school, such as CLIL, European Programmes of Education, Health, Lifelong Learning, active reading, sustainability etc. In short, s/he will be involved in the daily life of the educational institution.

**Hours per week:** Full time (i.e. 25 hours/week maximum).

### **Salary or help towards transport/food, help with accommodation**

Schools receive public funding and cannot offer any additional payment. However, in-kind support is provided in terms of help in the search of accommodation and help towards transport and food (some schools have a canteen for the student at no cost or at a very reasonable price). A mentor shall be appointed, who will be responsible for welcoming the student and assuring his or her integration into the school and local community and this teacher will be key point of contact in the school. S/he will send the Erasmus documentation on the school and the local area, meet and greet the assistant on arrival, allow time to settle in and help in the integration into the local community, amongst other things.

### **Application procedure**

Send a student full CV and application letter and specify your desired educational level (Primary, Secondary, Adult or Language School), location (Gran Canaria, Tenerife, El Hierro, Fuerteventura, La Gomera, Lanzarote or La Palma), duration for your placement to [opeec.ceucd@gobiernodecanarias.org](mailto:opeec.ceucd@gobiernodecanarias.org) and we will find the school that matches best.

<b>EMPLOYER INFORMATION</b>	
Name of institution	Public Educational Institutions in the Canary Islands (i.e., Primary, Secondary, Vocational Training, Adult schools and Official Schools of Languages belonging to the Regional Ministry of Education in the Canary Islands Government )
Complete address	Avda Buenos Aires 3 6ª p Edf 3 de Mayo
Telephone	0034 922592239 /922 592108
Fax	
E-mail	<a href="mailto:Opeec.ceucd@gobiernodecanarias.org">Opeec.ceucd@gobiernodecanarias.org</a> ;
Website	<a href="http://www.gobiernodecanarias.org/educacion/opec">http://www.gobiernodecanarias.org/educacion/opec</a>
Blog	<a href="http://www3.gobiernodecanarias.org/medusa/ecoescuela/opec/">http://www3.gobiernodecanarias.org/medusa/ecoescuela/opec/</a>
Short description of the institution	The host institutions are public schools located throughout the seven islands (Gran Canaria, Tenerife, Lanzarote, La Palma, La Gomera, Fuerteventura and El Hierro). These are public institutions providing Primary, Secondary, Vocational Training, Adults schools and Official Schools of Languages. There are different project running, depending on the school. CLIL, European programmes of education, multiculturalty, health, integration are some of them to name but a few. Please contact the OPEEC for further information regarding the description of a specific school.
<b>CONTACT DETAILS</b>	
Contact person for this placement	Judith Gutiérrez
Department and designation, job title	Oficina de Programas Europeos de Educación en Canarias
Direct telephone number	0034 922592239 /922 592108
E-mail address	<a href="mailto:opeec.ceucd@gobiernodecanarias.org">opeec.ceucd@gobiernodecanarias.org</a>
<b>APPLICATION PROCEDURE</b>	
Who to apply to (including contact details)	Judith Gutiérrez
Deadline for applications	None
Application process	Students should send their CV and application letter, explaining their motivation to do a placement at a school.
<b>PLACEMENT INFORMATION</b>	
Department, Function	Different teaching assistant positions in Primary, Secondary, Vocational Training, Adult schools and Official Schools of Languages for Erasmus students. Please contact the OPEEC for further information regarding the description of functions to be carried out at a specific school.
Location	In the Canary Islands Gran Canaria, Lanzarote, Fuerteventura, Tenerife, La Palma, La Gomera or El Hierro
Start Date	2015/2016 academic year
Duration	3-9 months
Working hours per week	Full time
Description of activities,tasks	Generally, s/he will assist and collaborate with teachers in their class routines. The Erasmus trainee will always work with at least one of our teachers. Please contact the OPEEC for further information regarding the description of activities of a specific school.
Accommodation	The school may help to find accommodation, before the arrival of the student, or during his/her stay.

Details of financial and “in kind” support to be provided	Schools receive public funding and cannot offer any additional payment. However, some schools have a canteen and transport available for the student at no cost (or at a very reasonable price).
Other	
<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	They depend on the requirements of a specific school. Generally, schools require the students to have one of the following levels minimum: English or French - B1 Spanish - A2 Please contact the OPEEC for further information regarding the languages and level of competence required from a specific school.
Computer skills and level of skills required	Basic user level
Drivers license	Not necessary
Other	