

LIFELONG LEARNING PROGRAMME - GRUNDTVIG ORGANISATIONS WILLING TO HOST A GRUNDTVIG ASSISTANT

HOST COUNTRY: POLAND

THIS IS AN EXPRESSION OF INTEREST FORM OF THE POLISH INSTITUTION WISHING TO HOST A GRUNDTVIG ASSISTANT IN 2013/2014.

1. HOST ORGANISATION

Name of institution/organisation	KONTAKT Centrum Języków Obcych		
Type of institution/organisation	SCHOOL OF FOREIGN LANGUAGES		
Legal Status	<input checked="" type="checkbox"/> Private	<input type="checkbox"/> Public	Size (Staff) About 60
Commercial Orientation	<input checked="" type="checkbox"/> Profit	<input type="checkbox"/> Non profit	Size (students) About 2 000
Location	<input type="checkbox"/> Rural	<input checked="" type="checkbox"/> Urban	
Address	PLAC BERNARDYŃSKI 1A/1 (in the city center)		
Postcode	PL- 61-844	City	POZNAŃ
Country	POLAND		
E-mail address	kontakt@cjo.pl		
Website	www.kontakt.cjo.pl www.kontaktespanol.pl		

Can your institution be easily reached by public transport?	<input checked="" type="checkbox"/> yes, by: trams, buses (it's in the city center, next to the Old Market) <input type="checkbox"/> no, explain:
Can you help the Assistant to find suitable accommodation?	<input type="checkbox"/> yes, we can find accommodation and take care of the practical arrangements <input checked="" type="checkbox"/> yes, we can give information on potential accommodation, but we cannot take on any practical arrangements

2. CONTACT PERSON

(This person will supervise the Grundtvig Assistant if the application is successful)

Title (Ms/Mr)	Mrs		
First name	KATARZYNA		
Family name	SKRZYPCZAK		
Department (if relevant)			
Position	Head of studies		
Work Address	<i>(if different from 1.)</i>		
Address			
Postcode		City	
Country	POLAND		
E-mail address	kasia.skrzypczak@cjo.pl		
Website			

3. ORGANISATION'S PROFILE

Overview of activities provided to adult learners:

KONTAKT is a private language school offering adult courses of 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. The school also cooperates with schools situated in other European countries, offering students summer courses abroad.

Adult learners with special needs or from socio-economically disadvantaged groups:

Yes No

If YES, please specify:

4. EXPERIENCE IN EUROPEAN COOPERATION ACTIVITIES

Does your institution/organisation already have experience in European cooperation activities? Have you hosted an assistant from abroad before?

The organization hasn't hosted any assistants from abroad before. However, it cooperates with other European language schools, organizing language courses abroad for its clients.

5. MOTIVATION TO HOST AN ASSISTANT

What are your reasons why you would like to host an Assistant?

We are a private language school located in the heart of Poznan. We offer adult courses of English, Spanish, German, French, Italian, Portuguese, Russian, Catalan and Polish. We also cooperate with schools situated in other European countries, offering students summer courses abroad.

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, activities and festivals, promoting European culture and the idea of learning languages. By hosting a Grundtvig-assistant we'd like to further improve cultural awareness of our students and teachers and make our cultural program for students more complex and regular.

We will introduce an assistant to Polish culture/traditions, to our approach to teaching and the methodology we use. We hope to exchange information and views, share best practices and learn much about each other.

By joining our multicultural team an assistant will also help us to work out tolerance, teamwork, respect to the differences etc. He/she will also have many opportunities to introduce his own culture/traditions to our staff and students.

6. POSSIBLE TASKS FOR AN ASSISTANT

In which areas will the Assistant be involved and how? Will the Assistant have an opportunity to teach his/her culture and mother tongue?

Possible tasks for the Grundtvig assistant in our organization:

- organizing and supporting cultural events, activities, festivals
- giving guest lectures about his/her country, culture and traditions
- organizing language workshops and culture classes
- leading conversation club
- assisting students with individual problems concerning grammar, pronunciation, etc. during duty hours at school
- assisting teachers and students during language courses
- developing teaching materials, especially those related with cultural topics
- helping to build the library's collection
- translation work, preparing materials promoting culture and learning languages for school's websites
- cooperating with language schools abroad
- supporting of the secretary's office

7. ASSISTANT'S PROFILE

Please indicate your preferences regarding the profile of the Assistant (experiences, language skills, field(s) of expertise, subjects taught, etc.).

We would appreciate an assistant with some experience in education sector. We expect him/her to be creative, flexible, computer-literate. The knowledge of English and/or other foreign languages as well as teamwork skills would be very important.

8. OTHER COMMENTS/REMARKS

- We can help the assistant find accommodation
- We can offer him/her a free language course
- The school is located in the city center, close to the Old Market.
- The school operates mainly in the afternoons and evenings (4 p.m. to 9 p.m.)
- The school's staff is mostly Polish but we've also got 11 native speakers of different nationalities
- The assistant can join our team for 13-45 weeks