

# Placement Offer Form

| EMPLOYER INFORMATION  |  |
|---|--|
| Name of organization  | LENKOWO Polish-English Artistic Playschool   |
| Address   | ul. Spacerowa 10   |
| Postal Code   | 32-040 Wrząsowice  |
| City  | Wrząsowice/Kraków  |
| Country   | Poland   |
| Telephone   | 48517280198  |
| Fax   | 48 12 654 97 33  |
| E-mail  | przedszkole@lenkowo.pl   |
| Website   | www.lenkowo.pl   |
| Size of enterprise [nr of employees]: small ( $\leq 50$ ), medium (51-250), large ( $> 250$ ) | Small, fewer than 50   |
| Year of foundation  | 2009   |
| Short Description of the Company  | Lenkowo Playschool is a non-public educational facility for children aged 2,5 to 6. We also run adaptive groups for children 20 months. Lenkowo is a modern language and artistic oriented playschool in which classes are run in Polish and English by English speaking Polish teachers and native speakers of English. |
| Other   | X  |

| CONTACT PERSON DETAILES |                           |
|-------------------------|---------------------------|
| Name                    | Paulina Jaworska-Gąsiorek |
| Department / Function   | Teachers supervisor       |
| Direct telephone number | 48 12 270 57 03           |
| Direct mobile           | 48501227393               |

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| Direct e-mail address | <a href="mailto:lektor@victoriacenter.pl">lektor@victoriacenter.pl</a> |
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| PLACEMENT INFORMATION                |  |
|--------------------------------------|--|
| Department / Function                | Classroom assistant, teacher assistant   |
| Description of activities            | Helping certified teachers teach class, organize classroom, supervise children in cafeteria, on playground, field trips, helping prepare lesson materials, creating and executing own lesson plans |
| Duration                             | Min. 3 months  |
| Working hours / Weekly working hours | Average of 6 hours a day, from 9 a.m. to 3.p.m. Monday to Friday   |
| City                                 | Wrząsowice/Kraków  |
| Help with finding accommodation      | X  |
| Financial contribution               | X  |
| Other                                | Dinners provided in the playschool cafeteria   |

| REQUIREMENTS                     |  |
|----------------------------------|--|
| Oral and written language skills | At least good spoken English, basic written English, able to communicate in English with the staff   |
| Field of study                   | Education, Psychology, Teaching Methods, core school subjects  |
| Computer skills                  | Basic knowledge  |
| Other                            | Must enjoy working with young children, must be patient, open, creative, eager to sing, draw, paint and engage in all children activities. |