



Kids & Us

<https://palmacentre.kidsandus.es/es/>

Target: Student Mobility for Traineeship

Professional Sector: Administration and/or English Teaching

Description of the company

Kids & Us is a company dedicated to teaching the English language with its own method for children from one year of age. It was founded by Natàlia Perarnau in 2003, and its headquarters are located in Manresa, (Catalonia).

Currently has 376 schools distributed throughout Spain, Andorra, Italy, France, Belgium, Mexico, Czech Republic and Morocco, (with more than 115,000 students). Kids & Us uses a learning methodology based on the natural process of acquisition of the mother tongue. Kids & Us offers courses from 1 to 18 years in which students grow up accompanied by characters and stories.

ADMINISTRATION Profile- tasks of the Trainee

- Management of organizations
- Customer Care and Welcoming (information, registration to the courses and exams) per mail and phone
- Promotion and Marketing strategies and planning (included Social Medias and Creation of databases)
- Use of Excel for budgeting and registering economic data
- Inventory of resources
- Practical arrangements
- Others

Knowledge & Skills required

None in particular - Spanish knowledge is a plus

ENGLISH TEACHER Profile- tasks of the Trainee

- Assisting the teacher in classroom (managing the pupils, supporting to facilitate the lessons, providing materials, etc.)
- Preparing material for the lessons
- Preparing some parts of the lessons according to the teachers requests and suggestions
- Acquiring new tools and knowledge regarding the different teaching approaches and topics

Knowledge & Skills required

Minimum English B2 level and teaching methodology knowledge

To apply for this position, please send your CV, Motivation Letter to info@educationinprogress.eu