

Host Organisation seeking Grundtvig Assistant 2010 – 2011

Name of Organisation	Belfast Metropolitan College
Country of Organisation	UK
Preferred home country of Assistant	French-speaking country German-speaking country Italy Spanish-speaking country
Organisation contact name	Babet Gray
Organisation contact email address	bgray@belfastmet.ac.uk
Assistantship profile (<i>maximum 150 words</i>)	
<p><i>Describe the type of tasks involved in the placement you are offering; preferred duration; required competences of the Assistant; etc.</i></p> <p>Preferred duration: September-June, 43 weeks.</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Provide information on their country and culture • Support language teaching and learning in the classroom • Support language teaching and learning by sourcing web resources • Develop and assist with ILT projects – develop resources for language teaching and learning for classroom use and for the VLE, e.g. create audio files to match syllabuses; • Develop and assist with new European project if approved <p>Advantages of working in BMC Languages:</p> <ul style="list-style-type: none"> • Be part of a hard-working, innovating team • Participate in exciting projects • Get trained in the use of a VLE and various resource-creation software packages e.g. Wimba Create • A wide variety of courses to enrol on, e.g. ESOL, 13 languages, cookery, IT, yoga, car maintenance... you name it, we've probably got it! • Be at the heart of a buzzing city <p>Competences/qualities:</p> <ul style="list-style-type: none"> • computer-literate, proficient in MS Office • hard-working and flexible • creative • outgoing 	

Please note: by completing and returning this form you give your permission for the information you provide to be published on the Grundtvig UK website: www.grundtvig.org.uk or forwarded to other National Agencies, as appropriate.

Potential Assistants may then contact you directly via the email address you provide.

When your form is complete save a copy – adding your organisation name to the file name - and then email this to: grundtvig@ecotec.com including **Host Organisation seeking Assistant** as the subject header.