



# Prospectus

(Effective 2017)

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## 1. Junior German Assistant Programme

### Vision of a Globalised World?

Such a vision cannot be realised without young people of Europe and the world getting to know each other, the culture and, above all, the language of the respective other country. Especially, they should seize their function as mediators.

SCHOOL, as an institution, is the best possible place for such mutual learning processes. As TEACHING AND BOARDING ASSISTANT you are teaching and learning at the same time – a win-win situation! Embark on that adventure!

### One Year Abroad?

The final exams draw nearer – many future high-school graduates are worried about:

**“What next? One year away from home – wouldn’t that be a good idea?”**

Shifting for yourself in another country for the first time will give you some distance as well as the chance of a new orientation. You will get to know another country, its people and its culture at first hand, enhance and improve your English skills in particular and will achieve self-reliance which is absolutely necessary both at university and at your job later on.

The possibilities such as language holidays, studying abroad or Work & Travel programmes are manifold – but the costs...

The **Junior German Assistant Programme of the Gudrun Frey Foundation**, in contrast, offers a comparatively affordable and highly worthwhile and rewarding alternative: a position as TEACHING AND BOARDING ASSISTANT.

Rosa Maria Haschke, as the chairwoman of the Gudrun Frey foundation, is head of the programme. She is supported by a team: Uta Conrady, Christoph Däßler, Clara Däßler, Christine Germann, and Maren Neumann.

Venture the step of spending a year as TEACHING AND BOARDING ASSISTANT at a school in England, Scotland, Northern Ireland, Ireland or Thailand.

## 2. The Programme

High-school graduates – if qualified – have the chance to apply for a position as TEACHING AND BOARDING ASSISTANT at a boarding school in England, Scotland, Northern Ireland, Ireland and Thailand. During the year you will be employed as assistant teacher and boarding tutor directly by the school. Depending on the school as well as the country the focus will lie on teaching the German language or helping out as teaching assistant in other departments where there is no German. The “trademark” of the Junior German Assistant Programme, especially in those schools which do not offer German as a subject, is the qualification as GOOD ALLROUNDER.

### **The Junior German Assistant Programme functions as sending organisation.**

During working hours the schools attach great importance to SMART BUSINESS DRESS and impeccable business etiquette as a MEMBER OF STAFF. The duration of employment varies from school to school, from country to country. However, one should expect a period from end of August till mid-July. Individual relevant TERM DATES will be provided together with the school placement.

The requirement profile also varies depending on the school.

### 2.1 Teaching

The assistant will teach German Conversation Lessons about basic as well as current topics from German Cultural Studies. That also includes lessons as private tutoring or as exam preparations, team teaching in the classroom with another member of staff, special support for weaker/gifted pupils, occasional course work corrections, provision, editing and archiving of materials and resources from different media as well as generally assisting with the implementation of the daily school routine. Depending on the school, the assistant will work with pupils from all age groups (i.e. Sixth Form, GCSE, Junior/Senior German Club etc.)

Schools offering no German, assistants will assist in any subject possible, such as history, politics or sciences, etc. (according to assistants' skills and the school's options). Very often, they help in the P.E and/or Music and/or Performing Arts departments. Furthermore, they might be involved in the primary school area besides working with the teenagers or assist with administrative work in the school office.

## 2.2 Boarding

Depending on the school there will be duties like prep time supervision, offering and supervising post school activities, supervision during trips/excursions, coaching, morning/night duties, administrative tasks and general assistance during the daily boarding routine.

**We expect that every ASSISTANT will contribute their skills wholeheartedly besides the language department and boarding in order to become a vital member of the school community (e.g. in the Music and/or Performing Arts and/or P.E. Department).**

## 3. Gudrun Frey Stiftung

### 3.1 History

The Junior German Assistant Programme was founded by Gudrun Frey, senior teacher, ret'd. This was possible due to a German-British exchange programme she had established at the Wilhelm-Loehe-School Nuremberg, her former school. Whilst pioneering the exchange, she was able to use connections and experiences she made during two university years in London.

When she retired, just after the wall came down in Germany, she did not want those experiences to lie waste, but wanted young people to benefit from it, especially in the newly formed German federal states after the reunification in 1990.

At first, she had "saved" one position as JUNIOR GERMAN ASSISTANT at an English school, she knew from former times. Today there are about 20 spots – in Ireland, Thailand and South Africa besides the UK. But as German as a subject taught in schools is more and more decreasing, the programme had to adapt to the new situation. By changing the position to TEACHING AND BOARDING ASSISTANT, schools offering no German can use the assistant in other departments depending on the assistant's skills and interests. Every year between 15 and 20 young people spend a year abroad with the programme. Until now they have all come back with great experiences, close-to-perfect English skills, a big circle of friends abroad and most of them knowing which course to choose at university.

It is all thanks to the constant commitment of Gudrun Frey who always supported the assistants' causes throughout her life time. On 8 December 2009, she passed away in Nuremberg. The Junior German Assistant Programme is carried on in Gudrun Frey's spirit and has been the main programme of the Gudrun Frey Foundation since its approval on 8 December 2010.

## 3.2 Administration GFS

### Executive Board Gudrun Frey Foundation

**Rosa Maria Haschke (Jena)**, Chairwoman

**Burkhard Jung (Leipzig)**, **Knut Mikoleit (Frankfurt a.M.)**, Board Members

### Junior German Assistant Programme

**Rosa Maria Haschke**, Head of Programme

**Uta Conrady**, Communication and Placing

**Christoph Däßler**, Communication and Placing

**Clara Däßler**, Contact and Organisation

**Christine Germann**, Communication and Placing

Further Members of Staff:

**Maren Neumann** (Interviews, Seminar)

## 3.3 Gudrun Frey

On 8 December 2009 senior teacher, retd. Gudrun Maria Frey succumbed to her cancer at the age of 80 years.

She was born in Nuremberg, 7 June 1929. Growing up in a family of teachers she cut her teeth on pedagogic talent. After graduating from university in English and Romance studies (Staatsexamen, German equivalent to Master of Education) she started to work as a teacher at the Wilhelm-Loehe-School Nuremberg in 1959. At her retirement her colleagues acknowledged her vitality and verve, huge expert knowledge, up-to-dateness and humour.

During her time as a teacher she especially cherished an exchange programme with schools in England and Scotland involving a lot of possibilities for pupils from all age groups. Connections and experiences from two university years in London helped her doing it.

Her retirement coincided with the reunification of Germany. She determinedly pursued the idea to help building up the school system in East Germany (i.e. the newly formed federal states) by offering her expertise with exchange programmes. Soon she contacted schools in Dresden, Leipzig, Magdeburg, and Jena and provided the necessary contacts to English and Scottish schools as well as set up a fund which she financed with private tutoring in Nuremberg.

The **Junior German Assistant Programme** emerged – almost unexpectedly – from the German-British exchange programme of the Wilhelm-Loehe-School Nuremberg. Nowadays, between 15 and 20 high school graduates spend a year abroad. Until her 80<sup>th</sup> birthday, she had worked with permanent energy for and with young people.

To honour her work she was awarded the Federal Merit Medal (Bundesverdienstmedaille) in 1994. On the occasion of her 70<sup>th</sup> birthday in 1999, she was included in the group of “Famous People from Nuremberg in 900 years”.

Hundreds of young people have profited from her dedication since then, have developed their personalities and are more than thankful for her efforts. The **Gudrun Frey Foundation** will continue her life’s work.

#### 4. Requirements Assistant

In order to apply to the Junior German Assistant Programme, applicants should meet the following requirements:

- Enjoying the work with children and adolescents and teaching them as well as a generally positive attitude towards school as an institution.
- A-Level, AVCE – in exceptional cases intermediate examinations (Master of Education) or Bachelor Degree – with good and very good results.
- Profound general knowledge, cultural and social open-mindedness.
- Dedication to sport, music, (performing) arts.
- Declaration of obligation signed by assistant and a parent when admitted to the programme.

- Participation in two weekend seminars before and after the assistant year.
- Writing reports during and at the end of the assistant year.

**Status reports: 1. November, 1. February, 1. May / Final report: 1. August**

- The assistant is asked to contribute his/her skills wholeheartedly besides the language department and boarding in order to become a vital member of the school community (e.g. taking part and/or assisting in activities of the Music and/or Performing Arts and/or P.E. Department).

## 5. Requirements School

All schools the Junior German Assistant Programme works together with should meet the following conditions for employing a TEACHING AND BOARDING ASSISTANT:

- An employment always holds for the whole academic year.
- All schools will receive the programme's Document of Acceptance which they have to fill in and send back to the programme in order to officially confirm the employment of the assistant (please note that the document has to be signed by the headteacher).
- During the year the school provides board and lodging for the assistant.
- Throughout the year the assistant has a contact person/supervisor/mentor in the school to turn to if there are questions and/or problems (i.e. in most cases Head of German and/or Head of Boarding).
- Most schools pay an assistant salary (pocket money) which is highly appreciated by the foundation. If schools are not able to do so individual arrangements can be made.
- At the end of the year, the assistant may receive a testimonial (TO WHOM IT MAY CONCERN). We advise all assistants to use this opportunity, as it is an important reference for their future career.

The year can only be successful for both assistant and school if they take advantage of each other. We therefore kindly ask the schools to give the assistant every opportunity there is to get involved in different areas of the school life depending on the assistant's skills and interests. Every applicant is different and

the JGA-Programme tries very hard to send assistants who fit to the school's profile so that the school will benefit from him/her. At the same time, the assistant should also benefit from the school.

## 6. Application Procedure

Applying to the Junior German Assistant Programme happens in six steps:

- Step 1 – First contact
- Step 2 – Compiling the application form in German
- Step 3 – Application interview in Erfurt
- Step 4 – Information about the interview results
- Step 5 – Compiling the final application form in English
- Step 6 – Start of school placing

The deadline for the German application form is 1 October of the year before the potential time abroad starts. Until then all forms are supposed to have arrived at Jena. Afterwards the programme makes a selection as to who is invited to an interview (30 October). The interview marks a very important step of the procedure. With every applicant we conduct a 90 minutes interview divided in two phases: the individual interview (60') and an interactive part together with another applicant (30'). If an applicant gets a place in the programme s/he has to compile the final application form in English (deadline is 6 January) which is then send to the schools by the programme.

Thereby, the programme selects the assistant for the school according to the school's profile as well as to the applicant's personality and skills. If desired, the school may conduct its own interview (via telephone, Skype etc.) with the applicant after receiving the application form. Please inform your contact person in the JGA-Programme so this can be arranged.

After accepting and employing the applicant it is his/her task to contact the school in order to receive all important details (e.g. date of arrival, travel arrangements, further requirements). Please note that the Junior German Assistant Programme of the Gudrun Frey Foundation functions as sending organisation. The assistant concludes a contract directly with the school. However, the programme and the personal contact person remains point of contact throughout the year.

## 7. Contact Us

Please do not hesitate to contact us at any time.

### **Postal Address:**

Junior German Assistant Programme  
der Gudrun Frey Stiftung  
c/o Rosa Maria Haschke  
Löbichauer Straße 55  
07749 Jena  
Germany

### **Website:**

[www.juniorgermanassistant.de](http://www.juniorgermanassistant.de)

### **Email address for general inquiries:**

[info@juniorgermanassistant.de](mailto:info@juniorgermanassistant.de)

### **Email addresses of JGA-Members of Staff:**

Rosa Maria Haschke (Head of Programme): [rmhaschke@juniorgermanassistant.de](mailto:rmhaschke@juniorgermanassistant.de)

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