



STARS-Program

1. Star Assistants (= SAs) will be assisting in the teaching of English as a foreign language to elementary school children and lower secondary school children. The pupils are aged between 6 to 10/11 (elementary school) and 10/11 to 14/15 (lower secondary school). These pupils may not have German as their mother tongue.
2. SAs will also be assisting in the teaching of other subjects (e.g. Geography, Biology, Arts, PE,...) in English.
3. SAs are expected to integrate themselves into each lesson.
4. SAs collaborate with the class teachers/English teachers/subject teachers regarding the topic for the lesson.
5. SAs are not only there to observe – they should get hands on teaching experience.
6. SAs will be assigned 20 hours per week in different classes where an English lesson or any other subject in English is taking place.
7. SAs are required to be in school 15 minutes prior to official lesson time each week day during their four week Field Experience.
8. There is no allotted preparation time. SAs are expected to prepare any materials outside of their teaching hours.
9. SAs will be assigned to a mentor teacher in the school that they are attending. This mentor teacher is the point for the SA. The mentor teacher will provide the SA with a timetable and information about the grade levels they will be teaching.
10. SAs will be provided with background information about the school by the assigned mentor teacher i.e. where the toilets are, where the student can put coat and any valuables, where coffee and tea making facilities are etc. Each SA should speak to the assigned mentor teacher if there are any problems, timetable changes etc. The SA should also inform the mentor teacher in case of sickness by 07:00 on the day of absence. The mentor teacher should provide the relevant school telephone numbers.
11. If an excursion is planned during the time that a SA is at the school – the SA is expected to provide and pay for their own snack or lunch package as appropriate.
12. Travel costs may be paid at the discretion of the school.
13. Admission costs which may be incurred as part of the excursion and may be paid at the discretion of the school.
14. The project co-ordinators (Ms Margit OBLAK and Mr Rudolf Zdrahal) will maintain contact with the mentor teachers and will also endeavour to visit each school in order to make sure that the SAs are happy and that the program is functioning as planned.