

Induction course

Additional Important Information

Altenberg is situated some 25 km north-east of Cologne (Köln). The village is tiny and the nearest shops and bank are approximately 3 km away in the village of Odenthal. We expect that most will opt for the arranged coach transfer to Haus Altenberg (see invitation letter). Information on how to get there independently can be found at www.haus-altenberg.de and you might like to make a note of this in case of missing the connection with the coaches.

Accommodation

Please be aware that this house is not able to provide the same service as a hotel. If you prefer e.g. great towels you should bring them in your private luggage. Please be prepared to share a room with one or two fellow assistants of the same sex, to select based on where you both are bases in Germany. “Haus Altenberg” will provide breakfast, lunch and dinner and also free W-Lan

Coach pick-up

This will be at **14.30 hrs.** on the arrival day at **Cologne Airport**. You should gather in Terminal 2 in the arriving level. Please follow the sign “Fernbusterminal” (long distance coaches). Right before the exit on the right hand side you will find the DB Reisezentrum. The staff from the Pädagogischer Austauschdienst will be there to help you to find the coaches. Information Cologne Airport

https://www.koeln-bonn-airport.de/uploads/tx_download/Wegweiser_Sommer_2017.pdf

On the final morning of the course, the coaches will take you back to **Köln Hauptbahnhof** for onward travel to your school. **Please research onward travel from Köln Hbf on trains leaving not before 10.00 am onwards.** Tickets can be purchased on the morning in question, or in advance either through the internet (www.bahn.de) or before pick-up on the opening day.

You can buy it at the the above mentioned Reisezentrum. This will save time on the morning of your departure, and you might also buy the Bahncard 50 if you want this and have not already done so. When doing so:

- **you will need a passport-size photograph for the Bahncard;**
- **remember to specify the date of onward travel for your ticket;**
- **ask for a train after 10.00 am (they will probably print out the itinerary for you).**

It is very important to inform your school to let them know what time you will be arriving.

What to expect during the course at “Haus Altenberg”

The Course staff will be a team drawn from the Pädagogischer Austauschdienst (PAD), the Länder where you will be working and some former Assistants.

It will be a short, intensive introductory course for teaching assistants from abroad, which provides necessary information and training for the assistants for their **future task at German schools**.

I. Group Work

Since most of the Assistants generally have little or no experience of teaching, the group work is designed to provide teaching ideas and above all help to overcome initial anxieties about the classroom situation.

The aim of this part of the course is to simulate a teaching situation. The group of assistants represents the class and assistants in groups of 3 or 4 will be required to teach that "class". We realize that this is an artificial situation, but the aim of this part of the course is to provide an opportunity to be active and to place you in a teaching situation. You have to prepare your lesson in a group, use your preparation in a teaching situation together and learn how to deal with conditions which can occur in the classroom.

II. Some General Practical Hints on how to prepare a lesson

Maybe it would be advisable to gather some ideas of what you would like to teach in that lesson before you come to the induction course. A choice of teaching material will be provided. Any visual material connected with the topic of your lesson should be brought along and be used (posters, photographs, pictures, brochures etc.).

For teaching purposes at your school, please remember that photographs of yourself and your own family are an excellent way to establish contact with a group or a class. Photographs of your home (semi-detached/flat etc.), school uniform, school, university, account of your own holiday and Christmas traditions etc. will be of great interest as they strike a personal note and at the same time give you the possibility to learn more about your pupils' lives.

Depending on the individual school, you may find all sorts of possible displays such as blackboards, overhead and/or digital projectors, smart boards. Please keep that in mind when preparing your materials.

We look forward to seeing you there, and hope that the induction course will be an enjoyable and helpful start to a wonderful year.

See you there!

Gisela Grütter-Probst

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