

ANNEX I

Erasmus+ MOBILITY AGREEMENT FOR SCHOOL STAFF and QUALITY COMMITMENT for school education

I. DETAILS OF THE PARTICIPANT

Name of the participant: **RUGGIERI LUIGINA**

Sending institution (name, address): ISC "BORGO SOLESTA" – CANTALAMESSA" - ASCOLI PICENO – via San Serafino da Montegranaro, 1

Contact person (name, function, e-mail, tel): GOFFI ALESSANDRA - DIRIGENTE SCOLASTICO - goffi.alessandra@iscsolecanta.net cell. +393493624736

II. DETAILS OF THE PROPOSED PROGRAMME ABROAD

Receiving organisation (name address): San Pedro Crisologo School, C/ Villanubla, 15 – San Juan de Aznalfarache – Sevilla - Spagna

Contact Person (name, function, e-mail, tel): FRANCISCO MANUEL MAGAÑA JIMENÉZ – HEADMASTER – manolomagana@sanpedrocrisologo.com , phone +34955624754

Planned dates of start and end of the mobility period: 01/11/2021 - 05/11/2021

Firmato digitalmente da ALESSANDRA GOFFI

Detailed programme of the mobility period:**Day 1 - Monday 1st**

Cultural visit around Seville. The history of the city is very relevant to understand the Spanish culture. Similarities and differences between the Spanish and the Italian cultures. Barrio de Santa Cruz, Plaza de España, Plaza América and Maria Luisa's Garden

Day 2 - Tuesday 2nd

9.00 - 10.00 Meeting with the Headteacher. Inclusion at school.

10.00 - 12.00 School visit. North and South buildings.

12.30 -14.00 Special Needs Class. Primary Education

Day 3 - Wednesday 3rd

9.00 - 10.00 Observation of inclusion in the Art and Music class.

10.00 - 11.00 Meeting with the coordinator of the Schools as Spaces for Peace programme

11.00-12.00 Presentation of the Italina school and inclusion in Italy

12.30 -14.00 Visit to the Secondary School. Meeting with the guidance counsellor.

Day 4 - Thursday 4th

9.00 - 11.00 Special Needs Class. Infant Education South building

11.00-12.00 Emotions in Infantil Workshop

12.30 -14.00 Special Needs Class. Primary Education

Day 5 - Friday 5th

9.00 - 10.00 Emotion in Infant School. Workshop Six-year-old pupils

10.00-11.00 Emotions in Primary School. Workshop

11.00-14.00 Programme Evaluation. Conclusions from the visit. Farewell

Spanish teachers will accompany the Italian teacher in the afternoons and evenings, for cultural visits and language exchange

Tasks of the participant before, during and after:**Before:**

- Identification of the receiving school
- Programme agreement with the head of the host school.
- Organising travel and accommodation
- Filling in preliminary documentation

During:

The daily programme includes participation in educational activities, visiting the school, getting to know the teachers and school staff:

During the jobshadowing period the participant is required to

- Participate in the activities agreed with the contact person
- Observe classes
- Acquire informations about the organisation of school systems
- Share good practices about inclusion (special needs, foreign pupils, behaviour disorders), emotional education, innovative methodologies, life and soft skills, school-family relationships, etc.

After:

- Filling out satisfaction questionnaire (quality issues)
- Reporting (Mobility tool+)
- Dissemination activities (which include one or more of the following: workshops, glossary)

Competences to be acquired by the participant:

- increase professional and personal skills
- know the Spanish educational systems
- increase ability to participate in the school improvement process
- increase flexibility and creativity
- ability to plan activities that ensure motivation and equal access and participation
- support positive relationships between teachers and students
- improve linguistic skills and English fluency
- increase motivation and satisfaction in daily work

Monitoring and Mentoring of the participant before, during and after the mobility:

Before the mobility, the project team will support the participant in the selection and booking phase

The project team will verify the school's request to host through the receipt of an invitation letter

During the job shadowing, the project team will be on hand to receive any possible problem directions from the teacher abroad

After the job shadowing the project team will submit a satisfaction questionnaire to the participant on quality management issues.

The project team will also assist the participant in carrying out dissemination activities.

After job shadowing, the project team will manage the activities necessary for the issuing of the Europass Mobility Document and will assist the participant in carrying out dissemination activities.

Europass Mobility Document and will assist the participant in creating the Europass Language Passport (self-learning).

Europass Language Passport (self-assessment tool)

Evaluation and Recognition of the mobility:

The foreign school (receiving organisation) will issue the participant with a certificate that complies with the Erasmus+ specifications. The certificate must contain the name of the participant, the objective of the mobility, the start date and the duration of the job shadowing.

The sending organisation will issue a Europass Mobility document for the participant, validated by the competent authority.

The participant, on a voluntary basis and with the assistance of the project team, will generate or update a personal Europass Language Passport update a personal Europass Language Passport

III. COMMITMENT OF THE PARTIES INVOLVED

By signing this document, the participant, the sending organisation and the receiving organisation confirm that they will abide by the principles of the Quality Commitment attached below.

THE PARTICIPANT

Participant's signature

.....

Date:

THE SENDING INSTITUTION

We confirm that this proposed mobility agreement is approved.

On completion of the mobility the institution will issue[...a Europass Mobility, *other form of validation/recognition...*] to the participant

Coordinator's signature

..... Date:

THE RECEIVING ORGANISATION

We confirm that this proposed mobility agreement is approved.

On completion of the mobility the organisation will issue [...a *Certificate* ...] to the participant

Coordinator's signature

..... Date:

ERASMUS + MOBILITY FOR SCHOOL EDUCATION STAFF

QUALITY COMMITMENT

Obligations of the Sending Organisation

- *Follow-up the European Development Plan of the institution*
- *Select the participants by setting up clearly defined and transparent selection criteria and procedures.*
- *Help with organisational arrangements with partner institutions to arrange job-shadowing and teaching assignments*
- *If one or more of the selected participants face barriers to mobility, special arrangements for those individuals must be made (eg those with special learning needs or those with physical disabilities). Arrange for accompanying persons if necessary, taking care of all practical arrangements.*
- *Organise linguistic (if necessary), pedagogical and inter-cultural preparation for mobile staff*
- *Support the reintegration of mobile participants and build on their acquired new competences for the benefit of the school, teaching staff and pupils*
- *Evaluate the mobility as a whole to see whether it has reached its objectives and desired results.*
- *Disseminate the results of the mobility project as widely as possible.*

Obligations of the Sending and Host Organisation

- *Agree on a tailor-made learning or teaching programme for each participant*
- *Define the envisaged outcomes of the mobility period, including impact on the organisations involved as well as individual learning outcomes of the participant in terms of competences.*
- *Establish a Mobility Agreement with the participant to make the intended programme and learning outcomes transparent for all parties involved.*
- *Ensure the validation and recognition of the competences acquired. Recognise learning outcomes which were not originally planned but still achieved during the mobility. Use Europass for recognition of learning outcomes.*
- *Provide any necessary information and assistance to participants*
- *Establish appropriate communication channels for the duration of the mobility and ensure these are clear to the participant and the Organisations involved.*
- *Monitor and evaluate the progress of the mobility on an on-going basis and take appropriate action if required*

Obligations of the Host Organisation

- *Foster understanding of the culture and mentality of the host country.*

- *Assign to participants tasks and responsibilities to match their competences and training objectives as set out in the Mobility Agreement and ensure that appropriate equipment and support is available.*
- *Identify a tutor or mentor to monitor the participant's learning progress and/or offer professional support.*
- *Provide practical support if required including a clear contact point for participants.*
- *If necessary, help the sending school and the participant to identify the appropriate insurance cover for your country*

Obligations of the Participant

- *Establish the Mobility Agreement with the sending Organisation and the host organisation to make the intended outcomes transparent for all parties involved.*
- *Comply with all the arrangements negotiated for the mobility and to do his/her best to make the mobility a success.*
- *Abide by the rules and regulations of the host Organisation, its normal working hours, code of conduct and rules of confidentiality.*
- *Communicate with the sending Organisation and host Organisation about any problems or changes regarding the mobility.*
- *Submit a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the mobility.*

Signatures

Sending Organisation, Name, Date

Host Organisation, Name, Date

Participant, Name, Date
