

**Erasmus+ Programme**

**Key Action 1 – Higher Education**

**Students Mobility for Traineeship**

**Hosting SCHOOL**

|  |  |
| --- | --- |
| **SCHOOL INFORMATION** | |
| Name of the school | **Istituto Statale d’Istruzione Superiore „E. Mattei”** |
| Address inc post code | Via P. Boiardi, 5 – 29017 – Fiorenzuola d’Arda (PC) – Italy |
| Telephone | +39 0523 942018 |
| Fax | +39 0523 981404 |
| E-mail | [mattei@istitutomattei.com](mailto:mattei@istitutomattei.com) |
| Website | <http://www.istitutomattei.com> |
| Number of employees | 105 |
| **CONTACT DETAILS** | |
| Contact person for this traineeship | Claudia Pavesi  Donatella Delmiglio |
| Department and designation, job title | English teachers |
| Direct telephone number | +39 339 5003731  +39 335 8347612 |
| E-mail address | [claudia.pavesi@libero.it](mailto:claudia.pavesi@libero.it)  [donny.sandro@libero.it](mailto:donny.sandro@libero.it) |
| **APPLICATION PROCEDURE** | |
| Who to apply to (including contact details) | Mauro Monti (Headmaster)  [mattei@istitutomattei.com](mailto:mattei@istitutomattei.com) |
| Deadline for applications (if any) | n.a. |
| Application process | CV – Cover Letter |
| **TRAINEESHIP INFORMATION** | |
| Subject area (languages; education; mathematics...) | CLIL (Common Language Integrated Learning) in subjects like Physics, Science, Business Studies, Law, Mechanics and Electronics |
| Location | School campus – via P. Boiardi, 5 – Fiorenzuola d’Arda |
| Start Date | October 2014 |
| Duration | until max. end of May 2015 |
| Working hours per week | 15-18 hours per week |
| Description of activities,tasks | The assistant will support experienced teachers during their lessons and take part in school projects (e.g. Erasmus+, work-placements) as well as further curricular/extracurricular activities. |
| **COMPETENCES REQUIRED** | |
| Languages and level of competence required | English – CEFR C1/C2 |
| Computer skills and level of skills required | General computer skills: intermediate  Good command of Microsoft Office |