

## Focussed Job Shadowing



### What is Job Shadowing?

Through our network of local schools we are able to offer opportunities to “job shadow” teaching colleagues. This involves spending time alongside experienced professional teachers in their day-to-day work. If you are a classroom teacher, most of the time would be spent in the classroom, and you would probably be expected to help and support the classroom teacher in some actual teaching, depending on your experience and specialist knowledge. If you are a school leader or senior manager (school head-teacher or principal, or deputy principal) then you would also be involved alongside the appropriate members of staff when they are undertaking meetings and managing the school.

The programme offered by Merganser consists also of a full day’s initial briefing. This will include updating about the English education system and some discussion about the place of your designated school in the local school system. There would also be a short evaluation of your English language skills to ensure that you can gain the maximum from your visit. There may be a mid-week review and at the end of the programme there would also be a feedback and debriefing meeting with the Merganser team.

Job shadowing opportunities are usually for a minimum of three days in the school, within a week long UK visit. Opportunities can also be arranged for two weeks, which would be likely to involve eight working days in the school.

### What sort of School will you Visit?

We can arrange job shadowing at any kind of state school. This might be primary (age 4 – 11) or secondary (11 – 18). Most schools teach girls and boys together. In the Bath and Bristol area there is no selection of pupils in the maintained (state) sector and all secondary schools are comprehensive. Many secondary schools are independent of local authorities and known as academies. Academies are free for the children and are funded direct by central government. In some cases academies are linked together in “academy chain” with some elements of common management. With adequate notice we may be able to arrange placements at independent (fee paying) schools.

For one week visits, placements are in one school, whilst for two week visits, placements are normally in two separate schools, one each week. We feel this gives the participant a broader experience.

## How Our Courses and Opportunities Work

Get in touch with us, preferably using the contact e-mail information below. Explain what you are looking for and we will come back saying how we can best respond to your request. You can get in touch with us at any time, **but you may find it best to contact us even before you make your grant application**, because we may be able to help with that. Once you receive notification of grant success from your national agency we work with you in more detail to support you in making sure that all the professional and logistic arrangements (flights, accommodation and so on) are in place. Teachers attending our courses normally arrange their own accommodation (and pay direct) although we can make suggestions.

## Mobility Projects and your European Development Plan

Applications for funding are with the context of a mobility project. Under a mobility project, funding is available for teachers, school leaders and other school staff to participate in structured courses or training events abroad.

A mobility has to:

- be framed within a European Development Plan
- respond to clearly identified staff development needs
- be accompanied by appropriate selection, preparation and follow-up measures
- ensure that the learning outcomes of participating staff are properly recognised
- ensure that the learning outcomes are disseminated and widely used within the organisation
- last a minimum of 2 days, excluding travel time

Please contact us if you would like help or guidance with your European Development plan. The Merganser team can help you structure your school's plan to meet the EU criteria as well as your individual school's needs. Each plan will be unique and we can show you how our training opportunities can match your requirements.

## Applying for Funding

The next deadline is February 2<sup>nd</sup> 2017 for training starting after 1st July 2017. Funding is available for course fees, travel and subsistence and under Erasmus+ a school can now apply for support for preparation and monitoring. Schools need to apply through the national agency of their own country. The national agency will also be able to offer advice and information on the new programme. Webinars and Information Days about Erasmus + may also be on offer.

Before being able to apply for funding a school needs to register on the European Commission Authentication Service (ECAS).

Application e-forms and more guidance on the application process are available at:

<http://ec.europa.eu/programmes/erasmus-plus/>

**We look forward to meeting you!**

### PLEASE CONTACT US:

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