

Staff recruitment

Programme coordinator assignment

Instructions

You are in charge of managing the preparation of the following 3 programmes and provide all the information to clients in 4 weeks:

Course title	English language skills for teachers – Level 1	STEM teacher training	CLIL Matters
Location	Dublin	Padova	Padova
Start date - End date	06.02.2022 - 13.02.2022	27.03.2022 - 03.04.2022	17.07.2022 - 24.07.2022
Number of participants	12 from 3 different Italian school	Two groups from various schools	One group made of 3 from one Polish school, 6 from one Spanish school

Unfortunately, you are informed about the following issues:

- none of the “CLIL matters” trainers will be available because of serious personal reasons
- the STEM trainer cannot move to Padova because of COVID-19 restrictions.
- 4 of the 12 participants to the course in Dublin suddenly dropped out because of an internal school problem and are unhappy about our cancellation policy (Cancellation in this case means we are entitled to retain the 20% deposit)

Participants paid their deposits and booked their flights and we have already fully paid the hotel accommodation in Dublin: you have to find 2 CLIL trainers, 2 STEM trainers and sort out the situation with the Italian school due to the cancellation policy.

The assignment is to present how you would organise the 3 programmes under these circumstances: please, feel free to come up with your own ideas and assumptions about how we operate. There is no right or wrong answer: we are just keen to learn about your skills!

You will have 10 minutes at the face-to-face interview to make your presentation, followed by 20 minutes of questions and answers.

Please, bring your own laptop and connect to our projector. If you don't have a laptop, please contact us in advance.

IMPORTANT:

- **Time:** You have strictly 10 minutes to present your assignment at your face-to-face interview.
- **Showcase your skills and experience:** Please, refer to the job description and make sure you give enough evidence of all the job requirements!
- **Focus on our participants:** Our course participants are **teachers** from various primary and secondary schools in Europe: they move physically to Padova (Italy) or Dublin (Italy) for one week in order to attend their Erasmus+ funded teacher training courses. Our courses are conducted in English. They will take place face-to-face and on-site in real classrooms (not online) in Padova or Dublin starting from 2022. Courses usually start on Monday and end on Saturday and are made up by modules delivered separately by 2-3 trainers per course.
- **Be creative!**