



**Erasmus+ Programme**  
**Key Action 1 – Higher Education**  
**Students Mobility for Traineeship**  
**Hosting SCHOOL**

<b>SCHOOL INFORMATION</b>	
Name of the school	<b>Istituto Statale d'Istruzione Superiore „E. Mattei”</b>
Address inc post code	Via P. Boiardi, 5 – 29017 – Fiorenzuola d'Arda (PC) – Italy
Telephone	+39 0523 942018
Fax	+39 0523 981404
E-mail	<a href="mailto:mattei@istitutomattei.com">mattei@istitutomattei.com</a>
Website	<a href="http://www.istitutomattei.com">http://www.istitutomattei.com</a>
Number of employees	105
<b>CONTACT DETAILS</b>	
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	<a href="mailto:claudia.pavesi@libero.it">claudia.pavesi@libero.it</a> <a href="mailto:donny.sandro@libero.it">donny.sandro@libero.it</a>
<b>APPLICATION PROCEDURE</b>	
Who to apply to (including contact details)	Mauro Monti (Headmaster) <a href="mailto:mattei@istitutomattei.com">mattei@istitutomattei.com</a>
Deadline for applications (if any)	n.a.
Application process	CV – Cover Letter
<b>TRAINEESHIP INFORMATION</b>	
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.
<b>COMPETENCES REQUIRED</b>	
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