

Ministero dell'Istruzione, dell'Università e della Ricerca

Min. Dec. 49

THE MINISTER

IN VIEW OF article 3, paragraph 5 of Law No. 17 of 10th January 2006, with which Italy committed itself to provide appropriate nursery, primary and secondary schooling for children of EFSA personnel, through the School associated with the European Schools system;

IN VIEW OF Parma's Dossier of Conformity for the 6th class at secondary level and for the European Baccalaureate No. 1612-D-2007;

IN VIEW OF Law No. 115 of 3rd August 2009, and in particular article 1, paragraph 8, with which the School for Europe of Parma was granted status as a legal person with effect from 1.9.2010;

IN VIEW OF inter-ministerial decree No. 138, issued on 18.06.2010 and published in the O.G. of 25.08.2010 that governs the administrative set-up of the School and the legal and financial treatment of personnel;

IN VIEW OF the Regulation of the School for Europe of Parma, agreed by the Board of Directors on 25.01.2010, with which the competitive process for carrying out recruitment of personnel for the School is governed;

IN VIEW OF Min. Dec. No. 23 of 23rd March 2011 approving the Regulation referred to above;

GIVEN the need to announce the recruitment of teaching personnel in languages other than Italian that are needed for carrying out the scholastic and educational activities of the "School for Europe" of Parma, in accordance with what is laid down in article 23, paragraph 3 of the above-mentioned inter-ministerial decree;

DECREES

Ministero dell'Istruzione, dell'Università e della Ricerca

Article 1

CALL FOR APPLICATIONS

The call is hereby made, with effect from the date of publication of this announcement, for applications for the selection procedure for the recruitment of teaching personnel who speak languages other than Italian at the “School for Europe” of Parma, for teaching activities in nursery, primary and secondary classes and sections.

The candidates included in the rankings are required to enter into fixed term two year contracts. The said contracts are renewable, following a positive assessment. The remuneration due is as laid down in article 24 of I.D. No. 138 of 18th June 2010, cited in the preamble and in Table A attached to this decree.

Article 2

PROFILE REQUIRED

FOR THE ANGLOPHONE AND FRANCOPHONE SECTIONS AND THOSE IN MOTHER TONGUES OTHER THAN ITALIAN

Criteria for acceptance into the competitive examination

Candidates must be holders of a specific teaching qualification or a qualification suitable for teaching that is recognised in Italy or in the country of origin; the qualification or its recognition, depending on the specific case, must be provided in Italian, French or English; otherwise, a translation in one of the three vehicular languages must accompany the qualification. In the event of being appointed, the candidate must, before entering into the contract, supply the original, if in one of the three vehicular languages, or a sworn translation.

Candidates must be born in or be citizens of a country of the European Union or a country that is signatory to a bi-lateral agreement with Italy in connection with the educational and scientific sector, of which the language required is the official language or one of the official languages.

Ministero dell'Istruzione, dell'Università e della Ricerca

Candidates must be mother tongue speakers of the subject for which they are applying to be a teacher and have a C1 level knowledge of another of the three vehicular languages.

Candidates who do not meet the birth or citizenship requirement, although mother-tongue speakers and in possession of suitable qualifications recognised in their country of origin for teaching the subject for which they are applying to be teachers, may present an application for participation in the recruitment and be selected should there be no candidates available with the profiles called for in points 1, 2 and 3.

Non-mother tongue candidates may submit applications for participation in the recruitment although in possession, in the subjects for which they are applying to be teachers, of a level of knowledge not less than C1, in accordance with the framework of knowledge of the European languages in question. In this case they may be selected should there be no candidates available with the profiles called for in points 1, 2, 3 and 4.

Should all conditions be equally met, preference will be given as follows:

- knowledge of the Italian language, knowledge of other vehicular languages in use in the School for Europe of Parma, knowledge of an additional language;
- experience of teaching in European Schools or associate schools;
- international teaching experience;
- teaching experience;
- Publications.

ARTICLE 3

DISQUALIFYING FACTORS

The following will not be accepted:

- a) applications not presented within the specified timescale;
- b) applications not bearing the signature of the candidate.

The following will not be admitted to the selection process, even though they may have submitted their application within the prescribed timescale:

Ministero dell'Istruzione, dell'Università e della Ricerca

- a) anyone not meeting the requirements specified in the announcement;
- b) anyone who has been dismissed or relieved of their duties in public service for persistent inadequate performance, or who have been dismissed from state employment;
- c) teachers who have incurred the disciplinary sanction of being barred from teaching.

The exclusion is made on the basis of the statements provided by the candidate in his application or on the basis of the documentation produced or again on the basis of the checks carried out by the competent educational authorities.

The administration may at any time up to the point of approval of the rankings, exclude anyone from the selection process for failing to meet the requirements laid down.

The exclusion is made by the Examining Commission on justified grounds, of which the person concerned will be fully informed.

Should the grounds for the exclusion be ascertained after completion of the process, the authorised Head of the School will arrange for the forfeiture of any rights granted in consequence of participation in the selection process with a statement of justification.

Equally a candidate will suffer forfeiture in the event that any of the statements made should be found not to be true.

ARTICLE 4

APPLICATION FOR ADMISSION AND QUALIFICATIONS

The application, prepared in Italian, French or English, in accordance with the attached form (Attachment 1) and accompanied by the documentation confirming the possession of the necessary requirements, to be sent to Scuola per l'Europa di Parma, via Saffi, 8 - 43100 PARMA,

Ministero dell'Istruzione, dell'Università e della Ricerca

must be sent by registered letter with confirmation of receipt or by courier within thirty days of the publication of this announcement; this period shall be considered to be mandatory.

An application must have a curriculum vitae attached to it otherwise it will be excluded. The model European format curriculum vitae can be downloaded from the site: <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp>.

The application must list in detail the documents, the certificates and the quantifiable qualifications.

No consideration will be given to qualifications and certificates containing unsubstantiated corrections or erasures.

Nor will consideration be given to quantifiable qualifications received after the period laid down in this article.

Candidates holding the qualifications called for by this announcement must attend an interview (and/or test for confirmation) aimed at ensuring a high degree of professionalism through:

1. a knowledge of the teaching languages, the teaching discipline and any other languages of communication spoken in the School;
2. a knowledge of the educational, organisational and teaching systems in use in the European Schools.

ARTICLE 5

COMMISSION

The assessment of the applicants will be made by a Commission appointed by the Department Head responsible to the Ministry of the MUIR.

Ministero dell'Istruzione, dell'Università e della Ricerca

The Commission will be made up of experts qualified to assess knowledge of languages other than Italian in the language of the section for which the applicant is a candidate.

The function of Secretary will be carried out by an official working for the School Administration.

The Commission will be supplemented by non-Italian Inspectors of the European Schools. No-one may be a member of the Commission if they have a conflict of interests or if they are related by marriage to or are family members of or related to the fourth degree of kinship to the candidates selected for interview.

Should any of the members, Chairman or other members, not be qualified for whatever reason, the Department Head will replace him/her with another member belonging to the same category without the need to repeat the selection procedures already carried out.

The work of the Commission is carried out in a continuous manner and must guarantee a shared responsibility during each of the phases of the selection process.

The minutes of each meeting of the Commission must be prepared by the Secretary to the Commission and signed by each member of the Commission. The minutes should reflect the observance of the procedures, the formalities and the criteria laid down in the announcement.

ARTICLE 6

TESTS – METHODS FOR CARRYING THEM OUT

The Commission will arrange for an initial assessment of the candidates on the basis of their level of education, their academic qualifications, their professional qualifications and any publications authored.

Ministero dell'Istruzione, dell'Università e della Ricerca

Consideration will also be given to working experience and experience in teaching the subject to be taught, preferably carried out in a multi-cultural context. Each document presented must be possessed by or conferred on the applicant by the end of the period of presentation laid down.

The assessment of the documentation and the declarations sent by the applicants in accordance with the table at attachment 1, that is an integral part of this announcement, will determine admission to the selection tests.

The adjudicating Commission will award up to 100 points; candidates will be deemed to have passed the interview if they receive a mark of at least 70/100.

ARTICLE 7

RANKINGS

Once the interviews have been completed, the Commission will move on to the preparation of the rankings of the applicants that successfully pass the tests on the basis of the points awarded.

The rankings of the teachers will be divided by academic level, language section and type of post.

The afore-said rankings will be valid for the academic years 2011/2012 and 2012/2013 and, in addition to filling the staff positions, will also be used for part-time appointments using a contract for the provision of services and for covering staff who are temporarily absent.

The rankings shall be made and published on the official site of the School for Europe of Parma.

Ministero dell'Istruzione, dell'Università e della Ricerca

ARTICLE 8

PUBLICATION CALENDAR

The competitive selection procedures and the interviews will take place at the School for Europe at Via A. Saffi 8 in Parma in accordance with the calendar defined by a provision of the Commission that will be published:

- on the notice board of the School for Europe of Parma (Via Saffi 8, Parma);
- on the notice board of the Regional Schools Office (Via de' Castagnoli 1, Bologna);
- on the notice board of the XIII Territorial Area Office of the Province of Parma (Viale Vittoria 33 Parma);
- on the internet site **www.csa.provincia.provincia.it**;
- on the internet site **www.scuolaperleuropa.eu**.

The publication of the interview calendar as specified above acts as the invitation to those interested to attend.

The cost of attendance at the interviews will be borne by the candidates.

The candidates included in the rankings are employed, on a fixed term contract as specified in article 1, in the vacant staff positions for the 2011/2012 academic year.

Personnel so employed will commence their service on 1st September 2011.

Rome, 30.05.2011

THE MINISTER

(Signed) Mariastella GELMINI

Ministero dell'Istruzione, dell'Università e della Ricerca

1) Attachment 1

QUALIFICATION ASSESSMENT TABLE

<p style="text-align: center;">EDUCATIONAL QUALIFICATIONS</p> <ul style="list-style-type: none">• Other degrees• Other qualifications• Specialisations• Research doctorate• Master's• Other skills in the field:<ul style="list-style-type: none">✓ of teaching✓ of learning techniques✓ of further specialisation in his/her discipline✓ of education in general
<p style="text-align: center;">KNOWLEDGE OF LANGUAGES OTHER THAN THOSE OF THE APPLICATION</p> <ul style="list-style-type: none">• English• French• German• Other languages
<p style="text-align: center;">STUDIES, PUBLICATIONS AND ORIGINAL WORKS</p> <ul style="list-style-type: none">• relating to the disciplines of the application• relating to other fields

Ministero dell'Istruzione, dell'Università e della Ricerca

TEACHING EXPERIENCE

- Service in the School for Europe of Parma;
- Service in the European Schools;
- Service in International Schools;
- Service in Language Schools;
- Service in schools of the country of origin;
- Service in universities.

Ministero dell'Istruzione, dell'Università e della Ricerca

Attachment No. 2

ALLA SCUOLA PER L'EUROPA
DI PARMA
VIA SAFFI 8
43100 PARMA

I, THE UNDERSIGNED

Surname

Forename(s)

born inon

resident in street

No.

Having seen the announcement of the invitation to apply for inclusion in the recruitment procedure for teaching personnel in languages other than Italian at the School for Europe of Parma,

REQUEST

Ministero dell'Istruzione, dell'Università e della Ricerca

admission into the recruitment for the teaching of _____

for one of the following sections:

English speaking at nursery or primary level

French speaking at secondary level

other languages

and for the purposes of checking the admission requirements laid down in the announcement I attach my *curriculum vitae* and the qualifications specified in article 4 of the announcement and in Attachment 1. I declare, accepting full personal responsibility, that the information contained has been provided in accordance with the dispositions contained in D.P.R. No. 445 of 28.12.2000 and subsequent modifications. (All documentation may be provided in the form of photocopies. The originals need to be presented only in the event of appointment, at the risk of forfeiture).

Date/...../.....

Signature
