

# Urban Lab Genoa International School Foundation (F.U.L.G.I.S.)

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Rev 01

## NOTICE OF OPEN SELECTION FOR RECRUITMENT IN THE F.U.L.G.I.S. FOUNDATION SCHOOLS FOR THE SCHOOL YEAR 2022/2023

**The Fondazione Urban Lab Genoa International School (abbreviated as F.U.L.G.I.S.), a public law body pursuant to Article 3, paragraph 26 of Legislative Decree no. 163/2006,**

**HAVING REGARD TO** Law No 62 of 10 March 2000 on "Rules for equal education and provisions on the right to study and education

**HAVING REGARD TO** the Ministerial Decree No. 267 of 29 November 2007, Regulation on "Discipline of the Procedural Procedures for the Recognition of Scholastic Parity and for its Maintenance

**HAVING REGARD TO** Ministerial Decree No. 83 of 10 October 2008, entitled "Guidelines for the implementation of the procedural arrangements for the recognition of school parity and for its maintenance

**HAVING REGARD TO Presidential Decree No 164 of 2 August 2010 on the simplification of registration procedures**

on the list, referred to in Article 2 of Law No 738 of 30 October 1986, of educational institutions associated with the International Baccalaureate Organisation (I.B.) system;

Considering: FULGIS manages:

- a) **the 'Grazia Deledda' International Language School;**
- b) **the 'Duchessa di Galliera' Secondary School;**
- c) **the 'Deledda International School' Foreign School associated with the I.B.O. and registered in the list referred to in Article 2 of Law no. 738/1986, for the first and second grade secondary cycle is also an equal for the primary school cycle;**

**HAVING REGARD TO** the framework convention between FULGIS and the Municipality of Genoa, Promoter and Founder

of FULGIS itself, for the rules concerning the recruitment of personnel, and in particular the following:

a) *The staff chosen for the schools' needs must possess the qualifications and other requirements for employment in Italian state schools. For courses in which non-linguistic subjects are to be taught in a non-Italian language, reference will be made to the discipline of Italian schools for "Grazia Deledda" and "Duchessa di Galliera", to the discipline of Italian or English schools for the International School.*

b) *For the D.I.S. primary school, the chosen personnel must meet the requirements for teaching in the Italian public school;*

c) *The choices will be implemented through the open selection system. Interviews to determine eligibility for employment and precedence will be held by 31 July, based on the applications received;*

**HAVING REGARD TO** Agreement No. 20/A signed between the Municipality of Genoa and the Trade Unions on 20.07.2009, which provides that the Foundation will take into consideration the service previously performed for the Municipality by the personnel transferred to FULGIS,

**HAVING REGARD TO** the Agreement signed between the FULGIS Foundation and the Trade Unions on 10 October 2012 concerning the Foundation's new recruitment and the stabilisation of the temporary staff received by the Foundation from the Municipality of Genoa and from the pre-existing "Deledda International School" institution

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### Promoter and Founder Member: Municipality of Genoa

Liceo Linguistico Internazionale "Grazia Deledda" paritario D.Lgs. 297/94 art. 363

Via Bertani 6, 16125 Genova (tel. +39010816704, fax +390108391360)

Istituto d'Istruzione Secondaria Superiore "Duchessa di Galliera" paritario D.M. 28/02/2001

Liceo Scienze Umane Economico Sociale, Ist. Professionale Servizi Socio Sanitari, Ist.

Professionale Abbigliamento e Moda Corso Mentana 27, 16128 Genova (tel. +39010541907, fax +39010585636)

"Deledda International School" Foreign School operating in Italy affiliated to the I.B.O. in Geneva - listed in the M.I.U.R. for the recognition of the Final Diploma - D.Lgs. 297/94 art. 366 - Corso Mentana 27, 16128 Genova (tel. +390108612058, fax +390108612059)



## RETAIN

### *Art 1. Purpose of the selection*

#### 1.1.

The purpose of the selection is to identify teachers suitable for recruitment to teaching posts or hours that are available or become vacant also for short substitutions in the school year 2022/2023 for the following subjects and classes open to competitive state entrance examinations:

a) at the State Recognised Schools LICEO GRAZIA DELEDDA and ISTITUTO DUCHESSA DI GALLIERA<sup>1</sup>  
:

A-11 Literary disciplines and Latin

A-12 Literary Disciplines in Secondary Education Institutions

A-15 Health disciplines

A-17 Drawing and Art History in Secondary Education Institutions

A-18 Philosophy

and Humanities A-19 Philosophy  
and History

A-20 Physics

A-26 Mathematics

A-27 Mathematics and Physics

A-29 Music in Secondary Education Institutions

A-41 Computer science and technology

A-44 Textile, clothing and fashion science and technology

A-45 Economic and business sciences

A-46 Legal and economic sciences

A-48 Motor and sport sciences in secondary schools

A-50 Natural, chemical and biological  
sciences A-54 History of art

A-66 Text Processing, Data and Applications, Computer Science

AA24 Foreign language and civilisation in higher education institutions (French)

AB24 Foreign language and civilisation in higher education institutions

(English) AC24 Foreign language and civilisation in higher education institutions

(Spanish) AD24 Foreign language and civilisation in higher education

institutions (German) AE24 Foreign language and civilisation in higher

education institutions (Russian) AI24 Foreign language and civilisation in higher

education institutions (Chinese) AJ24 Foreign language and civilisation in

higher education institutions (Japanese) AL24 Foreign language and civilisation

in higher education institutions (Arabic)

B-02 Conversation in French, English, Spanish, German, Russian, Japanese, Arabic,

Chinese B-03 Physics Lab Assistant

B-18 Laboratories for textile, clothing and fashion science and technology B-

23 Laboratories for social and health services

ADSS high school special needs support

b) at the DELEDDA INTERNATIONAL SCHOOL (hereinafter referred to as DIS), a foreign school operating in Italy pursuant to Presidential Decree 389/1994, which carries out the Geneva IBO MYP programme for classes 6 - 10 (corresponding to the 1st middle school - 2nd high school classes of the Italian school), and for classes 11 - 12 (corresponding to

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<sup>1</sup> The classes in the Italian school system refer only to parochial schools, they often include subjects that in the Deledda reference to the Italian system.

classes 3 - 5 of the Italian high schools) the DP Programme of the IB in Geneva ([www. ibo.org](http://www.ibo.org)). At DIS there is also a Primary School section (classes 1 - 5), which is also State Recognised. The curriculum of the IB Programmes is a total of 12 school years, compared to 13 in the Italian school. The teaching places and hours at this school are related to the following subjects:

- 1) **Primary School Teacher - Primary School**  
REQUIREMENTS: qualified primary school teacher with legally valid qualifications for employment in Italian state schools with good knowledge of English.
- 2) **Mathematics/Physics**  
REQUIREMENTS: five-year university degree and English knowledge of C1 level.
- 3) **History**  
REQUIREMENTS: five-year university degree and English knowledge of C1 level.
- 4) **Visual Arts**  
REQUIREMENTS: five-year university degree and English knowledge of C1 level.
- 5) **English as a foreign language - English Language and Literature/English language Acquisition**  
REQUIREMENTS: five-year degree or equivalent, native English speaker.
- 6) **Italian - Italian Language and Literature**  
REQUIREMENTS: five-year degree and knowledge of English preferably B2.
- 7) **Legal and Economic Sciences - Business and Management**  
REQUIREMENTS: five-year university degree and English knowledge of C1 level.
- 8) **Psychology**  
REQUIREMENTS: five-year university degree and English knowledge of C1 level.
- 9) **French - French**  
REQUIREMENTS: five-year university degree and knowledge of English at C level, native French speaker.
- 10) **Chinese - Chinese**  
REQUIREMENTS: five-year university degree and English knowledge of C1 level, native speaker of Chinese.
- 11) **Spanish - Spanish**  
REQUIREMENTS: five-year university degree and knowledge of English at C1 level, native Spanish speaker.
- 12) **German - German**  
REQUIREMENTS: five-year university degree and English knowledge of C1 level, native speaker of German.
- 13) **Natural, Chemical and Biological Sciences - Sciences**  
REQUIREMENTS: five-year university degree and English knowledge of C1 level.
- 14) **Chemistry**  
REQUIREMENTS: five-year university degree and English knowledge of C1 level.
- 15) **Exercise Science - Physical and Health Education**  
REQUIREMENTS: five-year university degree and English knowledge of C1 level.

#### *Art 2. Proposing body and place of work*

FULGIS is a Participation Foundation whose promoter and founder is the Municipality of Genoa. It is based in Via Bertani n. 6, 16125 Genova - tel. +39010811634,+39010816704, fax +390108391360, VAT no. 01938620992 - REA no. 446797 - e-mail [fulgis@genoaschool.eu](mailto:fulgis@genoaschool.eu) - certified electronic mail (pec): [fulgis@legalmail.it](mailto:fulgis@legalmail.it).

The places of work for the above-mentioned teachings are the **Liceo Grazia Deledda**, State Recognised , in Via Bertani 6, the **Istituto Duchessa di Galliera**, State Recognised , and the **Deledda International School**, a school in Italy affiliated to the I.B.O. in Geneva, for the MYP and DP cycles as well as State recognized for the Primary cycle in Corso Mentana, 27, 16128 Genoa. The Foundation uses its own

teachers who meet the professional requirements of the law for teaching in Italian State recognized schools and the requirements of the IB for teaching in schools accredited by it, within any of the three different institutions and locations of these, on the basis of the classes entrusted to them with criteria of teaching continuity, requirements of the previous history of the class, objectives of optimising the professionalism of the teachers themselves within the framework of the requirements of the law and regulations for school organisation.

#### *Art. 3. Object of the service*

The teaching staff in the performance of their professional duties, depending on where they are employed, must follow the pedagogical and didactic indications in force in the Italian school system and/or in the schools affiliated to the I.B.O. in Geneva, in compliance with the aims of the FULGIS Foundation (see articles 3 and 4 of the Statutes). Articles 3 and 4 of the Statute); FULGIS guarantees the initial economic treatment of the state school national collective agreement and the legal treatment of the state school national collective agreement as applicable to the Foundation, supplemented by company negotiation for that part of the state school national collective agreement which is missing or not applicable to the Foundation.

The schools are organised according to the respective regulations published on the Foundation's notice board.

#### *Art 4. Requirements for participation in the selection and subsequent recruitment*

The Foundation recognises appropriate precedence for the recruitment of staff in accordance with the provisions of law no. 68/99 ("Rules for the right of disabled people to work") and subsequent amendments and additions. It is therefore important that teachers who meet the legal requirements declare them in their application for selection.

**In order to participate in the selection** in general, for all available posts, one must at the time of application possess at least the basic qualification to be hired on a fixed-term basis university degree leading to a teaching qualification or, for technical and practical teaching posts, a pre-university diploma.

In addition:

- 1) in State Recognised Schools, absolute precedence is given to those with a teaching qualification; additional qualifications such as the language certificates required for teaching in a foreign language ("*CLIL*", *Content and Language Integrated Learning*) constitute a second qualification;
- 2) in DIS teachers with English language knowledge of at least level C1 of the Common European Framework have absolute priority in non-language subjects, and in language subjects teachers who are native speakers of the language being taught.

#### **Expected employment contract:**

*On vacant teaching posts and hours*, as a rule, the first appointment is for a fixed term for all. Future full-time appointments are in any case subject to the possession of an Italian teaching qualification for state recognized schools and to the possession of an Italian or foreign teaching qualification for DIS, accompanied by the successful completion of at least one IB Workshop and by a language certification of the Common European Framework equal to at least level C1 of English for non-linguistic subjects in the case of teachers who are not native speakers of English, or accompanied by a sufficient knowledge of Italian to be ascertained during the interview in the case of teachers who are not native speakers of Italian<sup>2</sup>.

At the time of any employment on a temporary basis, the following requirements must also be met: a) no criminal convictions and no pending criminal proceedings; b) no dismissal from a public administration job or debarment from a state job.

*In any case, the names of the selected teachers will also be used for short and occasional substitutions and in all other cases of replacement contracts.*

FULGIS may at any time, by reasoned resolution, order exclusion from the selection for lack of the

prescribed requirements, even after the selection has taken place.

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<sup>2</sup> Recruitment on a permanent basis without the possession of the qualification or without the possession of the other qualifications specifically required is not possible and in any case is not valid. In fact, the parity law excludes the use of non-qualified teachers by parity schools, although obviously these can be used temporarily, as does the State administration, to fill posts and hours for which it was not possible to provide better. The same rule, with due differences related to the different school systems and the different types of teaching qualifications, is applied for the classes at the Deledda International School

#### *Art 5. Application and submission deadlines*

The application for admission to the selection must be received **by 12 noon on 04/06/2022 EXCLUSIVELY** to the Foundation's mailbox [selezione2022@genoaschool.eu](mailto:selezione2022@genoaschool.eu). The application, attached to the mail, must be signed and accompanied by the documentation indicated below. The Foundation may request due feedback and appropriate references in relation to what has been declared.

Applications that are not received at the indicated mailbox and that do not contain the information specified in this article regarding the possession of the requirements for admission to the selection will not be considered. The selection interview may take place online, given the Covid 19 health emergency, the platform and the entry procedure will be communicated to candidates through communication from the personnel office

The application must be accompanied by the following three attachments : 1. photocopy of a valid identity document of the undersigned; 2. professional *curriculum vitae* in European format and self-presentation letter in free form; 3. any documented qualifications in original or certified copy or self-declared precedence pursuant to Law 68/99 and subsequent amendments and additions; 4:

a) **for all**: a document in the original, or an authenticated copy, also by means of a self-declaration, of the basic teaching qualification for the post applied for (i.e. *degree or diploma as applicable*), *with a list of examinations taken during university studies*;

b) **FURTHER, for those who hold a teaching qualification in accordance with Italian law or a teaching qualification for teaching in schools in their country of origin or study**: certification in the original or in an authentic copy of the qualification or teaching qualification held, or in any case a self-declaration *regarding the teaching qualification, from which it is clear which authority issued it and from which confirmation can be requested*.

Any other documents useful for assessment may be attached to the application.

**It is possible to refer to the documents already in the possession of the F.U.L.G.I.S., thus avoiding attaching them to the application.**

Submission of an application to take part in the selection process referred to in this notice constitutes full acceptance of the conditions set out therein.

Incomplete applications, applications submitted after the deadline or applications not sent in accordance with the provisions of this Article and Article 9 below will be excluded.

**An application form is attached to this notice.**

#### *Art. 6 Selection Committee*

In order to ensure maximum transparency and equal treatment, FULGIS will appoint an Assessment and Selection Committee for each of the classes open to competitive state entrance examinations and subjects covered by the selection or for aggregations thereof.

Any decision concerning admissions to (and/or exclusions from) the selection and the various tests of the same, the composition and evaluation criteria of the tests, and in general any decision concerning the conduct of the selection itself, is referred to the final judgement of the Selection Committee. The list of successful candidates, as formulated by the Selection Committee, will be published on the FULGIS institutional website.

#### *Art. 7 Selection and evaluation criteria*

The selection of admissible applications will be based on: a) a check that the eligibility requirements set out in Article 4 of this notice are met; b) an assessment of the curricula for admissible applications; in addition, for vacancies only, an interview is planned, aimed at assessing the skills and knowledge needed to carry out the assignment. The interviews required to fill vacancies will also be used to compile possible lists of suitable candidates to fill short vacancies throughout the school year.

Minutes will be drawn up of the commission's work.

A maximum of 25 out of 100 points may be allocated to the evaluation of the curriculum vitae, which will also take into account the outcome of the references requested by the Foundation.

It is possible that an hour before the time set for the interview, the committee may assign candidates questions to be prepared in relation to the subjects to be taught, teaching methods and assessment. This will be communicated to candidates together with the date and time of the interview itself.

It is important for the applicant to be able to demonstrate during the interview what is written in the CV and what he/she asserts, either by means of specific parts of recordings of his/her lectures or experiences didactics carried out, alone or with others, or by means of "products" of the work carried out during previous teaching opportunities or during the training period (examples of products materials for preparing lessons, materials for assessment, formulation of teaching objectives linked to the discipline, experiences relating to the education of pupils and their behaviour and management of discipline in the classroom, the ability to arouse the interest of pupils in relation to the subjects to be learnt, tasks assigned to pupils and their correction, final reports of projects in which one has participated, photographs, certificates, documentation of various kinds, websites and citations, etc.).).

During the interview, the following will be assessed:

a) preparation for specific teaching (up to 30 points out of 100)

- Knowledge of subject content
- Teaching approach: personal motivation
- Expository skills in relation to the learners' age: classroom experience with examples of situations and cases
- Organisational nature of the in class teaching : development of units and modules
- Teaching strategies: interactive teaching experiences, teaching innovations, computer and multimedia technologies, individual teaching projects
- Evaluation and self-assessment systems adopted, capacity for self-analysis and improvement

b) ability and readiness for collegial work and interrelation dynamics (up to 25 points out of 100)

Collegial work (examples and experiences, also in previous jobs and/or outside work)

- International cooperation (school and non-school), exchanges and projects implemented, including documentation
- Projects designed and implemented together with others, including non-school projects
- Study, research and work experience abroad and achievements
- Collaboration with the territory and local authorities
- Initial and ongoing vocational training (courses attended)
- Knowledge of English (or Italian for non-Italians)
- Knowledge of other languages declared in CV

c) (up to 20 points out of 100)

(c1) for state recognized schools:

- knowledge of pedagogy and didactics,
- knowledge of school legislation,

c2) for DIS:

- knowledge of international teaching methodology,
- knowledge of the IBO and its programmes (PYP, MYP, DP)

c3) for everyone:

- the European Framework of Key Competences for Lifelong Learning



- demonstration of conceptual clarity on the difference between knowledge, competence, skill and other related terms in English
- skills in the use of computer programmes for writing, calculation and presentations
- knowledge of teachers' rights and duties, derived from current legal and contractual regulations,
- knowledge of workplace safety and data protection
- research and personal studies on topics of school, pedagogical, didactic innovation

#### *Art. 8 Formalisation of the employment relationship*

The assignment will be formalised by means of an appointment and the subsequent conclusion of an individual employment contract, which will specify the duties of the assignment, the duration of the relationship, the probationary period, the remuneration and anything else required by law. The successful candidates will be invited to submit the documents required for the conclusion of the contract. Failure to match the original documents or certified copies thereof with the documents or self-declarations submitted in the application and in the curriculum vitae attached to the application shall constitute grounds for refusal of employment and shall, in any event, be grounds for immediate termination of the employment relationship.

Those who do not conclude the contract by the required deadline will be deemed to have withdrawn.

#### *Article 9 Processing of personal data*

In accordance with the provisions of national legislation (Legislative Decree 196/03 as amended) and Art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (**General Data Protection Regulation**), the personal data provided are processed exclusively for the purpose of managing this notice and are collected at FULGIS, which may at any time proceed to verify the truthfulness of the statements contained in the application and curriculum sent by candidates.

The personal data provided by applicants will be collected and managed for the purposes indicated in the information sheet included in the application form attached to this notice.

#### *Art. 10 Advertising*

This notice is published for not less than fifteen days before the deadline for the submission of applications on the FULGIS notice board and on the website [www.fulgis.it](http://www.fulgis.it). An applicant's copy is also sent to the Municipality of Genoa for publication on its website and to the Regional School Directorate of Liguria.

#### *Art. 11 Final Provisions*

The person in charge of the proceedings is Dr Susanna Fadda, Director of FULGIS.

For matters not expressly provided for in this notice, the ~~provis~~ relevant laws in force apply, insofar as they are applicable.

Genoa, 18/05/2022

The Director

Dr Susanna Fadda  
(signed in original)

N.B.: Please note that the application for admission to the selection must be sent EXCLUSIVELY to the Foundation's mailbox [selezione2022@genoaschool.eu](mailto:selezione2022@genoaschool.eu) under penalty of exclusion.

In case of inconsistencies between the Italian wording and the English wording of the present Notice of open selection, the Italian wording shall prevail.