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CALL FOR OPEN SELECTION OF TEACHERS FOR DELEDDA INTERNATIONAL SCHOOL (DIS) AND AS SPECIFIED BELOW FOR 2024/2025 SCHOOL YEAR

The Fondazione Urban Lab Genoa International School (hereinafter referred to as F.U.L.G.I.S.) is a private law foundation and a "body governed by public law" as specified by Article 3 paragraph 26 of Legislative Decree No. 163/2006,
HAVING REGARD, insofar as applicable, to Law No. 62 of 10 March 2000 on "Rules for Education at Independent Schools with parity (*Scuole Paritarie*) and Provisions on the Right to Study and Education",
HAVING REGARD TO the Ministerial Decree No. 267 of 29 November 2007, Regulation on "Rules Governing the Procedural Methods for Accrediting Independent Schools with parity (Scuole Paritarie) and Accreditation Maintenance";
HAVING REGARD TO**,** as far as relevant, the Ministerial Decree No. 83 of 10 October 2008, on the "Guidelines for the Implementation of Regulations of Procedural Methods for Accrediting Independent Schools with parity (Scuole Paritarie) and Accreditation Maintenance",
HAVING REGARD TO Presidential Decree No. 164 of 2 August 2010 on streamlining procedures for inclusion in the list, referred to in Article 2 of Law No. 738 of 30 October 1986, of schools associated with the International Baccalaureate Organisation (I.B.O.) system;

WHEREAS, FULGIS manages, among others, **the Foreign School "Deledda International School". DIS is associated with I.B.O. and included in the list referred to in Article 2 of Law 738/1986 – in accordance with the provisions of Article 2 paragraph 4 of Presidential Decree 2 August 2010 No. 164 – for the secondary (lower and upper) cycle of education. It is also a primary school with parity (*scuola paritaria*);**

HAVING REGARD to the Agreement No. 20/A signed between the Municipality of Genoa and the Trade Unions on 20.07.2009;

HAVING REGARD to the outline agreement of 17 May 2011 between FULGIS and the Municipality of Genoa, Promoter and Founder of FULGIS itself, setting the rules concerning personnel recruitment, and in particular Article 7 paragraph 1, according to which:

Personnel selected to meet the schools' needs shall hold the qualifications and meet other requirements for employment with Italian public state schools. For courses in which non-language subjects are not taught in Italian, [.....]the regulations applicable to Italian schools, or to English schools for the International School, shall apply.

HAVING REGARD TO the Agreement signed between the FULGIS Foundation and the Trade Unions on 10 October 2012 concerning the Foundation's new recruitments, insofar as it is still applicable;

HAVING REGARD also to the Regulation for the selection of teaching and non-teaching staff approved by Resolution No. 181 dated 23.6.2021 by FULGIS Steering Committee, and, when recruiting teaching staff for the schools managed by the Foundation, possibly on a permanent basis, to the principle specified therein, regarding their qualification requirements *("Personnel selected to meet the needs of the schools managed by FULGIS shall hold the qualifications and other requirements for employment applicable in Italian public schools with parity. As far as DIS is concerned, if teachers are not qualified to teach in Italian schools, they shall hold: (i) an Italian or foreign teacher qualification, plus successful attendance of at least one IB workshop, and (ii) a language certification with minimum C1 English level (as defined by the Common European Framework), if they are non-native English-speaking teachers for non-language subjects, or (iii) sufficient knowledge of the Italian language, to be ascertained during the job interview, if they are non-native Italian-speaking teachers*";

Finally, **HAVING REGARD** to the proximity collective agreement signed with the Trade Unions on 18.07.2024;

HEREBY NOTIFIES AS FOLLOWS:

Art. 1. Personnel Selection Objectives - General Requirements
In compliance with the provisions of the Regulation for selecting teaching and non-teaching staff dated 23 June 2021, the selection is intended to identify teachers suitable for permanent or fixed-term employment in teaching posts (or hours) that will be available in the 2024/2025 school year, **at the DELEDDA INTERNATIONAL SCHOOL (hereinafter referred to as DIS)**, a foreign school operating in Italy pursuant to Presidential Decree 389/1994, which runs the MYP programme of the Geneva IBO, for grades 6 - 10 (corresponding to the 1st middle school - 2nd high school grades of the Italian curriculum), and the DP programme of the Geneva IBO for classes 11 - 12 (corresponding to the 3rd - 5th high school grades of the Italian curriculum) (www.ibo.org). A Primary School curriculum (grades 1 - 5) is also offered at DIS.

Consistently with the abovementioned Regulation, notwithstanding the conditions specified under 8) below, at the end of the selection procedure, separate lists of successful candidates for permanent positions and successful candidates for fixed-term positions, will be drawn up, respectively. At FULGIS' discretion, these lists may be used for the Foundation's needs, including (for successful candidates for fixed-term positions) for substitutions.

In order to take part in the selection, aimed at forming separate lists for permanent and fixed-term employment, every Applicant shall meet the following general requirements:

a) Italian citizen or citizen of another State;
b) No criminal convictions or pending criminal proceedings against them;

c) Full enjoyment of civil and political rights in accordance with the legislation in force in their respective Country;
d) Physically and mentally fit for the position;
e) Never been dismissed from a public administration job or disqualified from a state job.

In order to be entered in the list of suitable candidates for any fixed-term position – which, as established in the aforementioned Regulation, is "*in general, deemed"* to be the first type of employment with FULGIS – the above-mentioned general requirements shall be met, and:
for Primary School in particular, Applicants shall hold:

- Primary school teacher qualification legally valid for employment in Italian state schools; knowledge of English,

for MYP1 to DP2 grades:

- university degree leading to a *teacher qualification* for the individual subject. Further, Preferential qualifications will be:
- for non-language subjects, knowledge of English (minimum C1), and
- for language subjects, native speakers of the taught language.

Conversely, candidates applying for permanent positions shall also meet the following requirements concerning their professional training, depending on the grade they will be assigned to (primary school with parity, from 1st to 5th grade; from 6th to 12th grade), and on the subject they teach:

1) Teachers for grades MYP1 to DP2 - History

REQUIREMENTS:

- *Teacher qualification to teach in Italian schools, or, alternatively, (i) Italian or foreign teacher qualification, as well as (ii) successful attendance of at least one IB workshop, and (iii) minimum C1 English level certificate (as defined by the Common European Framework) (in the case of non-English native speakers)*;

It is sufficient for Applicants to state that they hold the required qualifications. However, before signing the employment agreement, they might be required to submit the relevant documentary evidence.

Art 2. Employer and Place of Work

The selection referred to in this call is issued by FULGIS, a Participation Foundation promoted and established by the Municipality of Genoa. It is based in Genoa, Via Bertani No. 6, (tel. +39 010811634, +39 010816704; fax +39 0108391360; Taxpayer's Code and VAT No. 01938620992; REA No. 446797; e-mail fulgis@genoaschool.eu; legal e-mail fulgis@legalmail.it).

Any candidates proved to be suitable following the selection, will be hired by the abovementioned Foundation. Their place of work will be at **DIS, Deledda International School –** a foreign school in Italy affiliated to the IBO in Geneva, for MYP and DP cycles and a Primary School with parity. In particular, all classes will be held at the School premises in Genoa, Corso Mentana, 27.

Art. 3. Job classification

Teaching staff, in performing their professional duties, shall follow the pedagogical and teaching guidelines in force in Italian schools 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 By-laws).

FULGIS shall ensure full compliance of pay conditions and job classification levels with the National Labour Agreement for the School Sector (CCNL) applicable to the Foundation, and with any Supplemental Corporate Agreement.

DIS, like the other schools run by the Foundation, is organised in compliance with the regulations published in the Foundation's Notice Board.

Art **4.** *Precedence*

In the recruitment of staff, precedence is granted in compliance with the provisions of Law No. 68/99 ("Rules governing the right to work of people with disabilities"), as amended and supplemented. It is therefore important that any rights of precedence should be clearly stated by Applicants in their application.

As for primary school, precedence will be granted to Candidates holding language certificates for teaching in a foreign language *("CLIL, Content and Language Integrated Learning")*.

Art. 5. Exclusion from Selection – Cancellation of Selection Process

FULGIS may, at any time, by reasoned decision, exclude any Applicant who fails to meet the specified requirements from the selection process. This may be done both during and after the selection process. Further, should FULGIS realize that no more teaching staff is needed, it may also decide not to proceed with any selection.

Art 6. Application: Content, Annexes, Terms and Conditions of Submission

The application for admission to the selection must be received **exclusively** at the Foundation's mailbox selezione2024@genoaschool.eu **by 04/09/2024 at 12 noon.**

The Application Form, attached to the mail, must be signed and accompanied by the documents listed below.

The Foundation may ask for due evidence and appropriate references about the Applicant's representations.

Applications that have not been received at the above mentioned mailbox and that fail to contain the information specified in this article about admission requirements, will not be processed.

Applications that are incomplete, submitted after the deadline, or otherwise not sent in compliance with the terms specified herein will not be processed.

The application must be accompanied by the following annexes:

1. **Photocopy of a** valid **identity document of** the Applicant;

2. **Professional CV (Europass format) and self-introduction** in free form**;**

3. Documents proving that the Applicant holds **any rights of precedence**;

4. Common European Framework **language certificate**, as specified above, for each single subject;

5. Proof that the Applicant has the necessary qualifications to be included in one of the two lists provided for in this Call for either permanent or fixed-term employment (by way of example, please refer to the full text of this Call: qualifications required for teaching each subject; teacher qualifications required to teach in Independent Primary Schools with parity; Italian or foreign teacher qualifications where required; successful attendance of at least one IB workshop, where required).

All the required documents may be either self-certified in accordance with the law, or submitted in a true (duly certified) copy of the original. However, before signing the employment agreement, the original document shall be submitted.

By submitting an application to take part in the selection process referred to in this Call, Applicants shall fully accept the conditions set out therein.

Art. 7 Selection Board

Any decision concerning admissions to (and/or exclusions from) the selection, the various related tests, test assessment, and in general any decision concerning procedure implementation, shall be made by a Selection Board – appointed in compliance with the provisions of Article 2.7 of Fulgis Staff Recruitment Regulations of 23 June 2021 –. The Selection Board shall operate in compliance with the principles of transparency, publicity, and impartiality.

Candidates shall be selected in compliance with the open selection system. The relevant interviews to determine whether Candidates are suitable for possible employment, based on the school's needs, and whether they hold any rights of precedence, shall be carried out by 20/09/2024, on the basis of submitted Applications.

The list of successful Candidates for permanent employment, as formulated by the Selection Board, will be published on FULGIS' institutional website.

As mentioned in art. 1, separate ranking lists will be drawn up for those eligible for permanent employment and those eligible for fixed-term employment, respectively. The latter group of Candidates shall at least hold a university degree, in compliance with art. 2.2 of the applicable Staff Selection Regulations. It is sufficient for Candidates to state that they hold the required qualifications. However, before signing the employment agreement, they might be required to submit the relevant documentary evidence.

At the discretion of FULGIS, the lists of successful Candidates may be used by the Foundation for its own staffing needs.

Being entered in the separate lists referred to in Art. 1 and Art. 7(4) of this Call for Selection does not entitle Candidates to employment.

Minutes will be drawn up of the Selection Board's work.

Art. 8 Selection and Assessment Criteria

Eligible applications will be selected based on the following activities:

- ✓ Checking that Candidates meet the REQUIREMENTS specified, subject by subject, in Article 1 of this Call;
- ✓ Evaluation of CVs;
- ✓ Interviews with Candidates, aimed at verifying whether they have the skills and knowledge required to perform their job.

The evaluation of CVs may award a maximum of 25 out of 100 points.

An hour before the time set for the interview, the Board may assign Candidates some specific questions regarding their teaching subjects, as well as on teaching and assessment methods. Candidates will be informed accordingly, when notified about the date and time of the interview.

During the interview, Candidates are expected to give evidence of what is written in their CVs and their related claims. They can do so by presenting: recordings of their own classes or teaching experiences, either alone or with other teachers; 'output' of the work carried out in previous teaching posts or during their training period (i.e. materials for preparing classes; materials for assessment; formulation of teaching/learning objectives and maintaining classroom discipline; personal experiences relating to the education of pupils and their behaviour and management of classroom discipline; their ability to arouse the interest of pupils in relation to the subjects to be learnt; homework assigned to pupils and subsequent correction; final reports of projects in which they were involved, photographs, certificates, any relevant documents, websites and quotations, etc).

During the interview, Candidates will be assessed on their:

a) Preparation for teaching the specific subject (up to 30 points out of 100)

- Knowledge of subject content
- Teaching approach: personal motivation
- Expository communication skills in relation to student age: classroom experience with examples of situations and cases
- Class teaching organisation: development of teaching units and modules
- Teaching strategies: interactive teaching experiences, innovative teaching practices, computer and multimedia technology, individual teaching projects
- Adopted assessment and self-assessment systems, self-analysis and improvement skills

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 non work-related settings)
- International (school and non-school related) cooperation, exchanges and implemented projects, including documentary evidence
- Projects designed and implemented together with others, including non-school related projects
- Study, research and work experience abroad and achieved results
- Collaboration with the community and local authorities
- Initial and ongoing professional training (attended courses)
- Knowledge of English (or Italian for non-Italians)
- Knowledge of other languages as stated in your CV

c) (up to 20 points out of 100)

- Knowledge of international teaching methods,

- Knowledge of the IBO and related programmes (PYP, MYP, DP)
- The European Framework of Key Competences for Lifelong Learning
- Clear understanding of the difference between knowledge, competence, skills, and other related terms in English
- Computer programme skills (writing, calculation, and presentations)
- Knowledge of teachers' rights and duties (with reference to applicable legal and contract regulations)
- Knowledge of workplace safety and data protection
- Research work and personal investigations on topics about school, pedagogical, teaching and learning innovation

Art. 9. Rankings

The rankings prepared by the Selection Board will be valid only for the school year of reference.

Candidates eligible for permanent employment will be gradually called in, depending on the need to permanently fill vacant teaching posts.

Article 10. Employment Contract

To formalize employment, an official appointment will be made and an employment contract finalised, specifying: terms of engagement, employment duration, probation period, salary, and anything else required by law.

Successful candidates will be invited to submit the necessary documents for finalising the employment contract.

Any mismatch between the original documents or certified copies thereof and the documents or self-representations submitted with the Application and in the CV enclosed with the Application, can lead to Candidate's disqualification and, in any event, to immediate termination of the employment contract.

Successful candidates who fail to finalise their employment contract by the required deadline, after having been invited to do so, shall be deemed to have withdrawn.

Article 11. Processing of Personal Data

Pursuant to domestic provisions (Legislative Decree 196/03, as amended and supplemented) and Art. 13 of (EU) Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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**), personal data provided are processed exclusively for the purpose of managing this Call and are

collected by and kept at FULGIS, which at any time may check that the representations made by candidates in their applications and CVs are true.

The personal data provided by Applicants will be collected and managed for the purposes indicated in the Privacy Notice attached to the Application Form hereto annexed.

Art. 12. Publicity

This Call shall be published on FULGIS Notice Board, on our website www.fulgis.it, for minimum fifteen days before the deadline for application submission. A copy for publication shall also be sent to the Municipality of Genoa, which will publish it on the relevant site, and to the Regional School Directorate of Liguria.

Article 13. Final Provisions

Ms. Susanna Fadda, Director of FULGIS, is in charge of the proceedings.

For any matters not expressly specified in this Call, the provisions of relevant laws in force shall apply, to the extent they are applicable.

Genoa, 20 August 2024

FULGIS
p.p. The Director
(signed in the original)

NOTE: The Application for admission to the selection must EXCLUSIVELY be sent to the Foundation's mailbox selezione2024@genoaschool.eu, on pain of exclusion from the selection procedure.