



Erasmus+ Programme

Teaching Staff Application - Expression of Interest

Job Shadowing • Teaching or Training Assignments • Accompanying Staff

Project Title	Teaching Without Borders: Enhancing Digital Skills, Inclusion and Cultural Awareness
Project Code	2026-1-CY01-KA122-SCH-000447921
Action	KA122-SCH — Short-term projects for mobility of learners and staff in school education
National Agency	CY01 — IDEP, Foundation for the Management of European Lifelong Learning Programmes
Project Duration	01/06/2026 – 29/2/2028
Funding	Co-funded by the European Union through the Erasmus+ programme

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Available Mobility Opportunities

This call is open to all eligible TLC teaching staff and, where indicated, to administrative staff with direct responsibility for areas covered by the project objectives. Indicative destinations and participant numbers reflect the approved project; final destinations and arrangements may be adjusted during implementation in agreement with IDEP.

Ref.	Activity Type	Destination	Places / Duration	Profile sought
JOBSH-01	Job Shadowing	Italy	4 places — 5 days	Teachers and administrative staff observing digital pedagogy, inclusive practices, CPD structures and intercultural classroom management.
GROUP-01	Accompanying Staff (Group Mobility of Pupils)	France	3 places — 5 days	Teachers with pastoral responsibilities, experience of educational visits, and ideally French-language competence; able to safeguard and support 6 students aged 11–16.
ASSGN-01	Teaching or Training Assignment	Poland	2 places — 5 days	Teachers delivering at least one demonstration lesson and one CPD workshop to host school staff in their area of expertise (EAL, STEM, SEN, digital pedagogy).

Selection is competitive and is based on transparent criteria, including the relevance of the applicant's role to the activity objectives, the strength of their dissemination plan, their commitment to follow-up actions, and an explicit priority for staff who have not previously benefited from international mobility and for staff who would qualify as participants with fewer opportunities.

Section A | Applicant Details

Full legal name (as in passport)	
Date of birth (dd/mm/yyyy)	
Nationality	
Passport number / expiry	
Position / job title at TLC	
Department / Key Stage	
Subjects / responsibilities	
Date employment commenced at TLC	
Line manager	
Work email	
Mobile telephone	
Emergency contact (name, relationship, telephone)	

Section B | Activity Preference

Please tick the mobility activity (or activities) for which you wish to apply. You may apply for more than one, in which case please indicate your order of preference using 1, 2, 3.

- JOBSH-01 - Job Shadowing in Italy** (4 places, 5 days) Preference: ____
- GROUP-01 - Accompanying Staff, France** (3 places, 5 days) Preference: ____
- ASSGN-01 - Teaching / Training Assignment in Poland** (2 places, 5 days) Preference: ____

B.1 For each activity ticked above, please briefly indicate which of the four project objectives you intend to contribute to:

- Objective 1 — Enhance digital pedagogy and technology integration.
- Objective 2 — Strengthen continuous professional development and staff retention.
- Objective 3 — Improve inclusive education practices and support for SEN students.
- Objective 4 — Develop intercultural competence for a diverse, multicultural student body.

Section C | Professional Profile and Expertise

C.1 Highest academic qualification, awarding institution and year:

C.2 Teaching qualifications and professional certifications:

C.3 Total years of teaching / professional experience: _____

C.4 Specific areas of expertise relevant to this project (please tick all that apply):

- Digital pedagogy and technology integration
- Learning management systems and digital assessment
- Special Educational Needs (dyslexia, ADHD, ASD)
- English as an Additional Language (EAL)
- STEM teaching methodologies
- Inquiry-based and project-based learning
- Pastoral care and student wellbeing
- Intercultural and multicultural education
- Curriculum coordination / quality assurance
- Staff CPD design / coordination
- Other (please specify): _____

C.5 Brief professional summary - what would you say is your distinctive strength as an educator, and why does this make you a good fit for the activity you have selected? (approximately 150–250 words)

Section D | Language Skills

Please use the Common European Framework of Reference (CEFR) self-assessment levels: A1 / A2 (basic), B1 / B2 (independent), C1 / C2 (proficient).

Language	Speaking	Listening	Writing	Certification / evidence
English				
Italian (relevant to JOBSH-01)				
French (relevant to GROUP-01)				
Polish (relevant to ASSGN-01)				
Greek				
Other				

D.1 Do you require linguistic support (e.g. Online Language Support, OLS) in preparation for your mobility?

- Yes - please specify language and current level: _____
- No

Section E | Motivation and Plan

This section is the most important for the Selection Panel. Please answer thoughtfully and concretely; quality, not length, is what matters.

E.1 Why do you wish to take part in this Erasmus+ mobility? What specifically do you hope to learn or contribute? (approximately 200–300 words)

E.2 Which of TLC's current needs and challenges (e.g. digital transformation, staff retention, inclusive education, multicultural classrooms) does your participation directly address, and how? Where possible, refer to a specific example from your own practice. (approximately 150–250 words)

E.3 Plan for transferring learning to TLC - please describe at least one concrete strategy, resource, or initiative that you would commit to introducing at TLC within three months of your return, and explain how its impact would be measured. (approximately 150–250 words)

E.4 Plan for dissemination - how will you share what you have learned with colleagues, students, families, or the wider community? Please give concrete examples (e.g. CPD session, INSET contribution, article for the school newsletter etc). (approximately 100–200 words)

Section F | Additional Information for Specific Activities

F.1 For applicants to ASSGN-01 (Teaching or Training Assignment, Poland)

In addition to lessons observed at the host school, you will deliver at least one demonstration lesson and one CPD workshop. Please outline:

- Proposed topic and target audience of your demonstration lesson:

- Proposed topic and target audience of your CPD workshop for host school staff:

F.2 For applicants to GROUP-01 (Accompanying Staff, France)

Please summarise your experience of organising or accompanying educational visits, your safeguarding training, and any French-language ability:

- Current valid safeguarding training (date / provider):

- Current first-aid qualification, if any (date / provider):

F.3 For applicants to JOBSH-01 (Job Shadowing, Italy)

Please identify two or three specific practices you would most like to observe at the host school, and link each to one of the four project objectives:

Section G | Inclusion and Previous Erasmus+ Experience

Information in this section is treated in confidence. It is used to ensure appropriate support and to apply the Erasmus+ inclusion priority - it will never be used to disadvantage your application.

G.1 Please tick any of the following that apply:

- This would be my first international mobility experience funded by Erasmus+ or any equivalent programme
- I would describe my access to international professional development to date as limited
- I have a disability, health condition or other personal circumstance that I would like to discuss in confidence with the Mobility Coordinator before / during the mobility
- None of the above

G.2 Previous international experience (training, exchanges, conferences) relevant to this application:

G.3 Any reasonable adjustments or support that would help you participate fully in the mobility:

Section H | Commitments

All selected staff are expected to honour the following commitments. Please tick each to confirm your agreement; unticked items may result in your application not being shortlisted.

- I will attend all preparation sessions (practical, cultural / linguistic, professional) organised by the school before departure.
- I will sign a Learning Agreement with the host school before the mobility begins.
- I will conduct myself professionally throughout the mobility and uphold the school's safeguarding and child-protection standards.
- I will keep a daily reflection log and submit a personal reflection report after the mobility.
- I will complete the EU Participant Report through the Beneficiary Module within 30 days of my return.
- I will deliver a dissemination session to colleagues within three months of my return.
- I commit to implementing at least one new strategy in my own practice within three months of my return, monitored by the Head of Teaching and Learning.
- I authorise the school to use photographs taken during the activity and project outputs I contribute to, for dissemination purposes related to the Erasmus+ project, in accordance with the school's image rights policy.
- I have read and understood the school's privacy notice and the European Commission's privacy statement for Erasmus+ participants, and I consent to the processing of my personal data for the purposes of the project.

I confirm that the information given in this form is true, accurate and complete to the best of my knowledge. I understand that any false or misleading statement may result in my application being rejected, or - if discovered after selection - in my participation being withdrawn.

Applicant's signature: _____

Print name: _____

Date: _____

Section J | Line Manager Endorsement

To be completed by the applicant's line manager. The endorsement is informative and is one of several criteria considered by the Selection Panel.

J.1 In your view, does the applicant's role and current development needs align with the activity for which they have applied? Please comment briefly.

J.2 Are you able to support the applicant's absence on the proposed dates, and to support their dissemination plan on return?

- Yes
- Yes, subject to cover arrangements being agreed in advance
- No - please give brief reason:

Line manager's signature: _____

Print name and role: _____

Date: _____

Section K — For School Use Only

Application reference number	
Date received	
Received by	
Form complete and signed (incl. line manager)	<input type="checkbox"/> Yes <input type="checkbox"/> No (return to applicant)
Shortlisted for interview	<input type="checkbox"/> Yes <input type="checkbox"/> No
Selection panel decision	<input type="checkbox"/> Selected <input type="checkbox"/> Reserve list <input type="checkbox"/> Not selected
Activity assigned (if selected)	<input type="checkbox"/> JOBSH-01 (Italy) <input type="checkbox"/> GROUP-01 (France) <input type="checkbox"/> ASSGN-01 (Poland)
Date of decision	
Panel comments and rationale	
Signed (Chair of Selection Panel)	

Please return this completed and signed form, including the line manager's endorsement, to the Erasmus Coordinator at TLC Private School by the deadline communicated in the call for expressions of interest.

This activity is co-funded by the European Union through the Erasmus+ Programme. The content of this form reflects the views only of the school; the European Commission cannot be held responsible for any use which may be made of the information contained therein.