

**Recommendations for schools on how to participate in the Erasmus+ Programme KA1 Learning mobility of individuals, Mobility projects for school education staff in the most effective way**

| <b>Phases</b> | <b>Project coordinators</b>   | <b>Teachers</b>   | <b>Principals</b>  |
|---------------|---|---|--|
| PLANNING      | Ask community about the needs for teaching innovations  | Prepare the list of personal competence development needs | Evaluate situation in the school and prepare the list of school strategic development needs                      |
|               | Discuss the alignment of personal and organizational needs taking into consideration school self-evaluation results and school strategic vision   |   |  |
|               | Discuss and select the most suitable forms of mobility that fits best to the agreed needs of the school   |   |  |
|               | Consider networking with other schools in the region (consortium application)   |   |  |
|               | Look for suitable courses, find partners for job shadowing or teaching  |   |  |
|               | Engage representatives of parents and pupils, if needed, when looking for suitable courses  |   |  |
|               | Discuss the candidates for mobility   |   | Align mobility plans with school year calendar<br>Foresee the candidates of mobility<br>Plan teachersubstitution |
|               | Find the key teacher/s (change agent/s) at school for spreading project ideas and create the project support team   |   |  |
|               | Keep transparency of staff selection according to the requirements of the ERASMUS+ Programme  |   |  |
|               | Agree on dissemination and implementation of mobility results (in class, subject area, school, regional levels) for different audiences (colleagues, pupils, parents)<br>The priority should be given to more collaborative, engaging forms of experience sharing |   |  |

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|-----------------------------------|--|--|---|
| PREPARATION FOR MOBILITY          | Coordinate the teacher preparation process   | Prepare yourself for the topic of mobility, be ready explore another culture, be ready networking in new environment                               | Keep an eye on teacher preparation for mobility   |
| DISSEMINATION OF MOBILITY RESULTS | Take care of this process  | Share personal success with colleagues inside and outside the school   | Create favorable conditions for dissemination<br>Encourage engaging experience sharing activities |
| IMPLEMENTATION                    |  | Try, share and reflect ideas, methods, etc. from mobilities  |   |
|                                   |  | Evaluate, reflect and support the implementation of changes taking into consideration pupils welfare   |   |
|                                   |  | Share best practices with colleagues discuss how to improve their practices. If possible, invite colleagues to observe the activities in the class | Support discussions of teachers like communities of practice                                      |
| AFTER THE PROJECT                 | Evaluate and discuss project results according to schools strategic vision, take decisions needed for project result institutionalization and sustainability |  |   |
|                                   | Find forms of networking in professional learning communities of mobile staff  |  |   |