

The “Cross-sectoral cooperation focused solutions for preventing early school leaving” (CroCoos) project

(PROJECT NR: 550453-LLP-1-2013-1-HU-KA1-KA1ECETB)

is looking for MENTORS

Number of mentors needed: 6 (2 in each participating country)
Period of mentor activity: May 2015 – December 2016
Recruitment/selection: November 2014 – February 2015

The *Tempus Public Foundation Hungary* and the *Equal Opportunities for Persons with Disabilities non-profit Ltd. (FSZK)*, as its partner institution, are seeking for 2 candidates from Hungary who will participate in the 2-year international programme aimed at developing modern Early Warning Systems (EWS)¹ for preventing early school leaving.

The main goal of this project is to focus on the prevention and early intervention levels of reducing early school leaving with special focus on early warning systems based on a multi-sectoral and horizontal cooperation between all stakeholders in the school and the community.

The project needs mentors from Hungary, Serbia and Slovenia to execute the mentoring tasks for the EWS teams to be established in the school.

Who is the Hungarian project looking for?

The profile of the mentors:

- **fluency in verbal and written English** (the conference language of international trainings / meetings is English);
- preferably having experience in the field of early school leaving;
- having experiences in mentoring;
- having competences to support team building and work;
- having teacher experience in pre-university education (primary, secondary, vocational) or higher;
- willing to take responsibility for further development, maintenance and follow up for dissemination of Early Warning Systems in home country;
- establish a positive, personal relationship with EWS team members, establish mutual trust and respect, maintain regular interaction and consistent support and make your meetings enjoyable and fun;

¹ **Definition of EWS (Early Warning System)**

EWS is a systemic tool used by educational institutions to signal the possibility (danger) of students dropping out from school. It works successfully if it alerts school staff in due time and allows for actions. The EWS tool is based on institutional and teacher competencies of gathering and processing data, „read” the behaviour of students, ability to use soft and hard research methods, involve out-of-school resources and partners and find prevention and intervention actions in teams.

- personality traits: communicator, motivator, stimulator, team player, open minded, sense of humour;
- development traits: willing to exchange knowledge and experiences with others, willing to compose materials, such as: reports, contribution to toolkits, etc.

Task of Mentors

- to help the schools (2-3 schools/mentor) to develop an EWS at school level, to find the relevant professional partners for intervention, to establish and develop a cooperation both with the inside-of-the-school and outside-of-the-school professional partners;
- to support to build up and to work the EWS team in the school;
- to support to accomplish specific program goals (e.g., drop-out prevention, general career awareness);
- to visit the schools and consult/support the EWS teams altogether 11 times per school (monthly) during the project activity
- to assist EWS team in obtaining additional resources, provide awareness of community, educational, social and economic resources available to youth and their families, and how to access these resources;
- increase EWS team's ability to interact, respect and explore with people/groups/things from various backgrounds;
- to support and evaluate the performance of the in-school team established for working out and test the EWS system;
- to summarize the experiences gained in each school and gained from the operation of each team, emphasizing the strengthens and weaknesses;
- to support school leaders to become involved into the process.

In order to achieve this they:

- participate in the 4-day preparatory session (May 4-7, 2015);
- participate in the mentor meetings held 3 times during the project (2 days each);
- prepare the schools in two phases;
- organize field mentoring with the EWS team of the school 11 times per each school, adapted to the needs/conditions of the schools;
- prepare, from professional point of view (and relying on FSZK's support/expertise) the national PLAs to be held 3 times during the project;
- lead the three national PLAs;
- in case a professional obstacle occurs, they get in skype contact with the expert supporting them from FSZK

Contractual conditions

- the contract is to be concluded between the mentor and FSZK
- type of the contract: "vállalkozói szerződés" – under Hungarian law
- estimated workload during the project: 60-90 days (depending on the number of schools to be mentored)

Selection process:

- Motivation letter and CV should be sent to FSZK until 12.00 on 15 December 2014.
- We will inform you whether your application has been accepted on 19 December 2014.

- Candidates are invited to participate in a one day workshop to be held on 10 January 2015 in Budapest, where the selection process is completed.
- The decision is made until 20 February 2015.

Application:**Motivation letter and CV**

Please answer the following questions in the motivation letter:

- Why are you interested in this job?
- Why do you think you are competent to do this work?
- What competences do you have to do this work?

**Your motivation letter and CV should be sent
only via e-mail**

before 12.00 on the 15th of December 2014

to

Mrs. Maria Bognar

Leading Expert

CroCoos Project

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