

Host a Teacher from Germany 2020-21

Programme information for UK schools

This programme allows UK schools to host a teacher from Germany for **one, two or three weeks** during the academic year, to give the visitor an insight into life at a UK school, bring an international element into your school and provide both sides with an opportunity to share educational practice and learning. There are **no fees or costs** involved for UK schools taking part in the programme.

***Please note** that any arrangements made through the Host a Teacher from Germany programme may be subject to developments in the situation regarding **Covid-19** and **Brexit**. We are monitoring developments together with our partners in Germany and will inform you of any updates which may affect the programme, as soon as we can.*

Participation and guidance

Who can take part in the programme?

Primary, secondary, all-age and special schools, as well as FE Colleges from the whole of the UK can take part. The UK coordinating teacher does not need to be a teacher of German, and German does not need to be on the school's curriculum; visiting teachers are either teachers of English or have good knowledge of the English language.

Hosting options

UK schools can either be matched with a German teacher on the basis of the hosting (application) form (option 1) or host a teacher who is known to them (option 2), e.g. from a partner school. You can also specify your school's main aims, interests and expectations of the visit within the parameters of the programme.

Dates

Visits take place for either one, two or three weeks within the school year 2020-21 and schools can indicate their preferred dates on the hosting form, as well as any dates which are unsuitable. The exact time of the visit should be agreed between the UK school and the German teacher. The finalised dates need to be confirmed with UK-German Connection as soon as they have been agreed with the German teacher.

Visiting teachers from Germany

The German teachers apply to the Pädagogischer Austauschdienst (PAD) in Bonn via their headteachers and local/regional education authorities, who all have to approve their application. In accordance with the two options listed above, German teachers either apply to be hosted at a school through our matching process (see below) or provide the details of the school which would be willing to host them. The German teachers are not funded through this programme and cover all relevant costs themselves; however, the programme itself is funded and supported by the education authorities in both the UK and Germany, including the Department for Education (England).

Vetting system for teachers in Germany

All teachers are appointed by their respective federal state and related authorities and have to undergo several stages of preparatory and probationary service, including assessment both of teaching qualifications and aptitude as well as criminal record checks. Also, most teachers are civil servants. The application process for this programme necessitates the approval of both the headteacher of the applicant teacher's school and that of the relevant regional education authority and/or education ministry of their *Bundesland* (federal state). Further details are available at <https://ukgermanconnection.org/health-and-safety-host-a-teacher>, and an official document

confirming the vetting system in Germany will be provided to all UK hosting schools. In addition, schools may also ask visiting German teachers to bring a copy of a recent police check (*Führungszeugnis*) with them, but this must be requested at least 6 weeks before the visit. Please note that non-UK residents cannot be checked through UK systems, however, all selected participants will have undergone equivalent checks within the German system.

Support and guidance

UK hosting schools will be provided with support and guidance documents as well as practical ideas from former participants to maximise the benefit of the programme for all teachers and pupils. UK-German Connection also provides ongoing support and guidance throughout the programme, and teachers can request to be put in contact with other UK teachers who have taken part in the programme before.

Programme content and arrangements

What is expected from the host and the visitor during the programme?

The German teacher is attached to the host school to job-shadow rather than in a teaching role, although both visitors and hosts tend to favour and prioritise more active participation. However, the German teachers should not be used to cover for normal lessons. Host schools should involve the visiting teacher in the life of the school as much as possible, in order to maximise the impact of the visit for both the visitor and the hosting school.

Feedback from previous host schools has shown many **benefits** to the hosting school, including:

- a German native speaker sharing their culture with pupils and teachers
- an opportunity for joint thematic learning, with both sides benefitting from discussing curricular themes together and gaining a new perspective
- an increase in pupils' intercultural awareness and understanding
- an ideal opportunity for teachers and pupils to practice their German language skills
- an opportunity to discuss educational issues and reflect on current practice
- a chance to discuss and develop a potential partnership for future project activities

Visiting teachers can be involved in a wide range of **activities** during their visit, both in the host school and elsewhere. Activities could include:

- Providing teaching input, e.g. on German language and culture, or team teaching
- Giving thematic presentations for staff or pupils, e.g. in assemblies, or running workshops on German culture or other curriculum areas
- Observing language and other subject teaching/lessons
- Providing tutor sessions or support for different ability groups
- Accompanying teachers on duties and extra-curricular activities, attending staff and departmental meetings, school events, teacher training sessions, meetings with senior management
- Visiting other schools or institutions in the area

Discussion and reflection on educational issues

Schools are also encouraged to build time into the visit for discussions on educational themes of mutual interest. This could involve any interested members of school staff and the visiting teacher. This opportunity contributes to the professional development of staff and allows time and space for reflection on an area of the school's practice in an international context, therefore contributing to the international dimension in the life of the school.

Aspects that have been discussed by teachers in previous years have included:

- Teaching approaches and methodologies, in language-teaching and across the curriculum
- The use of technology and digital media in the classroom
- Diversity and Inclusion / working with mixed-ability groups; learning support and SEN provisions; children's / young people's mental health

- Behaviour management and reward systems
- Examination and assessment systems; inspections
- Wider school projects or initiatives, extra-curricular activities
- Current issues and developments in education

Preparation for the visit

The UK host teacher and German teacher should be in regular contact before the visit takes place to discuss activities during the visit, accommodation and other logistical arrangements, as well as your school's behaviour policy. A draft timetable of the visitor's activities should also be drawn up so that both parties can prepare for the visit (e.g., the German teacher might bring materials from their school or home town, or letters from their pupils). It is also important to discuss what both sides hope to get out of the visit, so that both sides approach the programme knowing each other's expectations.

Accommodation and financial arrangements

The visiting teachers are usually accommodated in host families (preferably the family of a member of staff at the school) as a paying guest. The visiting teacher normally pays the host family £150 per week for board and lodging. Payment is made directly by the visiting teacher, and it is important that, before the visit, both sides discuss and are clear on how this will be dealt with. Where accommodation in a host family is not possible, teachers may be accommodated in a local hotel or guesthouse. All costs will be borne by the visiting teacher. There are no fees or costs involved for the UK school taking part in the programme, however, some day-to-day hospitality towards the visiting teacher is expected from the host school.

Procedures & timelines

Submitting a hosting form to receive a teacher from Germany

All UK coordinating teachers must have their school's agreement to receive a visitor and be in a position to help arrange accommodation in a host family or elsewhere. Schools wishing to be matched with a German teacher (option 1, see above) complete an online hosting (application) form, including a confirmation page with signatures of both the coordinating teacher and the headteacher. Schools wishing to host a teacher known to them (option 2, see above), complete the same form.

The German teachers apply to PAD (<https://www.kmk-pad.org/programme/hospitation-von-lehrkraefte-im-vereinigten-koenigreich.html>).

Further details about the application process and a link to the online form for UK schools are available at <http://www.ukgermanconnection.org/hostateacher>.

Matching

The matching of UK schools and German teachers takes place in collaboration between Pädagogischer Austauschdienst (PAD) in Bonn and UK-German Connection. During the matching process, particular attention is given to the type of institution and age of pupils specified as well as the main aims and expectations on both sides. However, an exact match in terms of school type and subjects is not always possible.

Timelines

Deadlines for applications: **18 September 2020** for schools wishing to host later in the **autumn term**, and **1 December 2020** for schools wishing to host in the **spring and/or summer term**. You will be notified of the hosting arrangements, either

- in early October 2020 (for all submissions received by 18 September 2020) – or –
- before Christmas 2020 (for all submissions received afterwards, and by 1 December 2020)

Contact

For further information and how to apply, visit <http://www.ukgermanconnection.org/hostateacher> or email hostateacher@ukgermanconnection.org. Please also email us if you wish to arrange a phone call.