

How to achieve quality

III. Project Management

eTwinning Team in your school



Menu

- ▶ Introduction
- ▶ Roles
- ▶ Leader
- ▶ Partner
- ▶ Contributor
- ▶ Head of School
- ▶ School Community

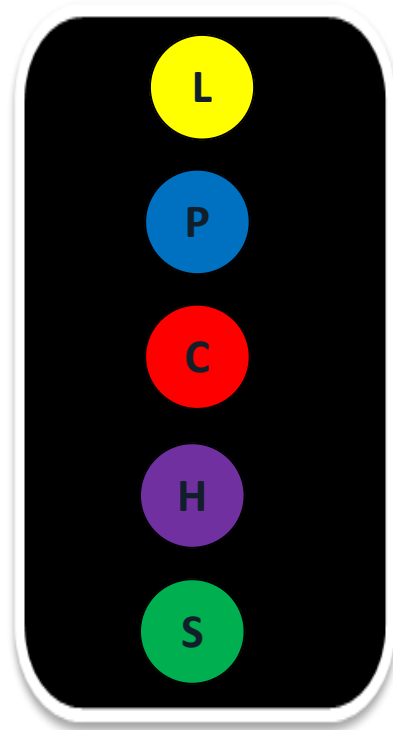
INTRODUCTION



Building a school team of teachers and staff involved in an eTwinning project is a challenge, but also a *must* if you want to grow both in quantity and quality.

Learning with eTwinning deserves to be integrated in the vision of the school and to be supported by the school head and board. Regular meetings between school leaders and leading eTwinning teachers are advisable.

ROLES



LEADER

PARTNER

CONTRIBUTOR

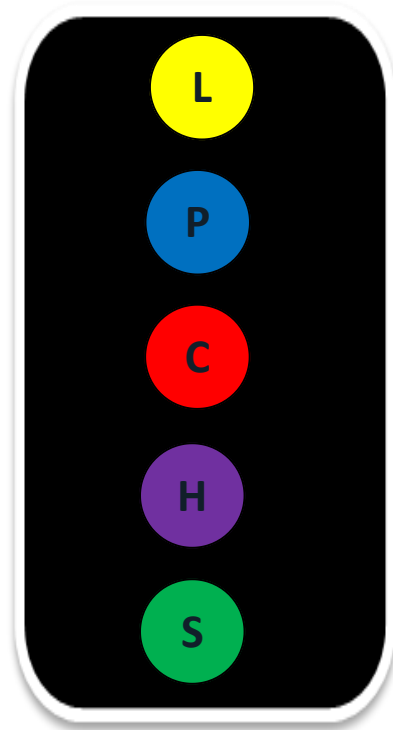
HEAD OF THE SCHOOL

SCHOOL COMMUNITY

Taking care of all aspects of a project (from finding a partner to designing and rolling out the project) is something that you cannot expect from every colleague, especially when this colleague is new to eTwinning.

Being part of the eTwinning team and being involved in eTwinning projects can happen in many different ways. When setting up a team you should be aware of the different roles colleagues can have.

LEADER



LEADER

PARTNER

CONTRIBUTOR

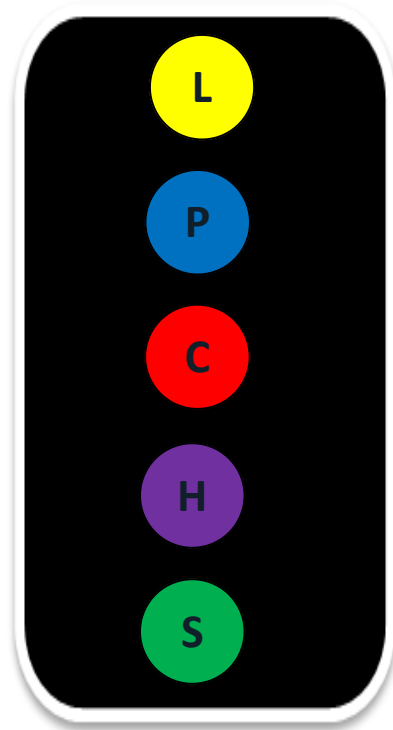
HEAD OF THE SCHOOL

SCHOOL COMMUNITY

eTwinning **Leaders** are teachers who bring eTwinning projects to a school. They contact partners, co-design the project and run the project in the classroom. When a project is finished they may apply for a Quality Label.

Leaders have regular meetings with the head of the school or pedagogical coordinator. They promote eTwinning in the school by trying to involve colleagues in projects, but also by promoting other opportunities eTwinning has to offer e.g. events, courses etc.

PARTNER



LEADER

PARTNER

CONTRIBUTOR

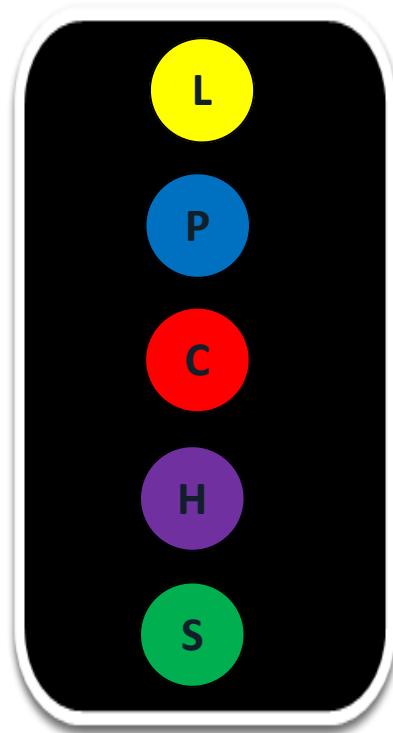
HEAD OF THE SCHOOL

SCHOOL COMMUNITY

eTwinning **Partners** are teachers who do in the classroom the same work as a Leader. They give their input on the design of the project and run the activities with the students.

Partners are happy to work under the *umbrella* of leaders and just focus on their role in the classroom. Very often, Partners will gradually take on the role of a Leader after having gained more experience and confidence.

CONTRIBUTOR



LEADER

PARTNER

CONTRIBUTOR

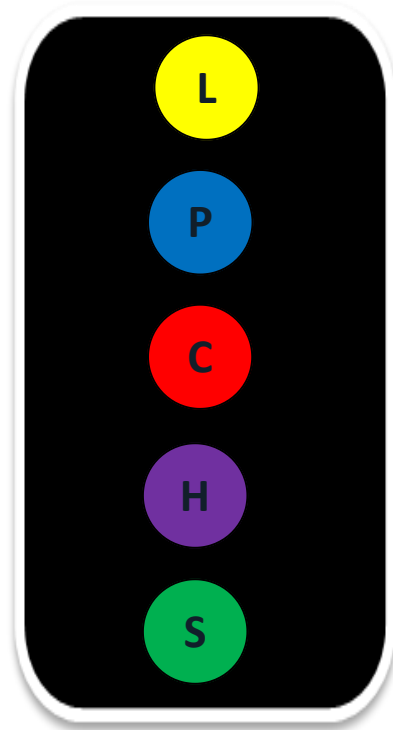
HEAD OF THE SCHOOL

SCHOOL COMMUNITY

Contributors perform freelance tasks to support the project. They assist by making movies or pictures, by adding information on the school website and more or by giving technical or other support in general. They can also run an activity of the project (e.g. in foreign language class), which is well described by the Leader of the project.

Contributors know exactly what is expected from them. Quite often contributors are not even registered in eTwinning, but they play nevertheless a very valuable role.

HEAD OF THE SCHOOL



LEADER

PARTNER

CONTRIBUTOR

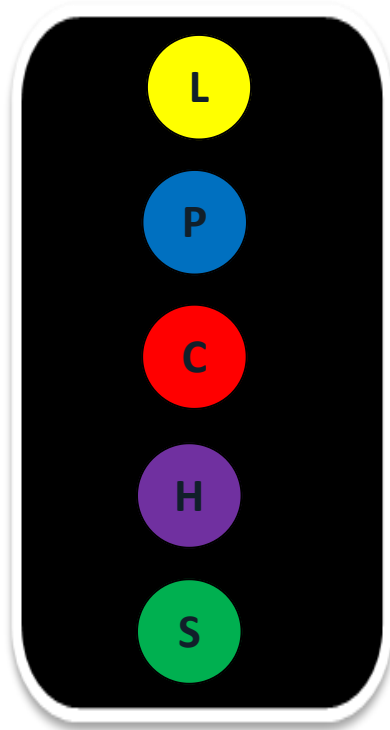
HEAD OF THE SCHOOL

SCHOOL COMMUNITY

It is important to involve the **head of the school** or the pedagogical coordinator and to have meetings regularly. School heads have the authority to support the team and to give eTwinning a respectable status.

School heads can help to encourage teachers to join and be active in eTwinning.

SCHOOL COMMUNITY



LEADER

PARTNER

CONTRIBUTOR

HEAD OF THE SCHOOL

SCHOOL COMMUNITY

It is very important to communicate about eTwinning projects with your own **school community** as well.

Inform other teachers and their students so that they will be enthused and become future eTwinners. Inform parents so that they will be proud. Inform potential new students or any other stakeholder, so that the reputation of the school will be most positive.

SCHOOL COMMUNITY



Other colleagues can learn about eTwinning at staff meetings. Members of the eTwinning team can inform colleagues about interesting events taking place both onsite and online.

It is also important that pupils taking part in eTwinning get the opportunity to present the project to peers. From time to time there must be an occasion to celebrate as well.

SCHOOL COMMUNITY

The screenshot shows the eTwinning website interface. On the left is a navigation menu with items like 'Home', 'Schoolinfo', 'Lessentabellen secundair', 'Immaculata de juiste keuze', 'Inschrijven en infomomenten', 'Meerdaagse uitstappen', 'Activiteiten', 'Jaarthema', 'Foto's', 'eTwinning', 'Kalender', 'Externe links', and 'Studie- informatiebeurs'. Below the menu are logos for 'SMART SCHOOL' and 'Oud-leerlingen Website'. The main content area features the eTwinning logo and a description of the network. Below this are two project listings: 'Moi Tarzan, you Jane' and 'Ados Ecolos'. The 'Moi Tarzan, you Jane' listing includes a small image and text about a project with Lycée Paul-Emile Victor in France. The 'Ados Ecolos' listing includes a small image and text about an environmental project in Scotland. At the bottom, there is a 'Destination Demail' section with a small image.



eTwinning projects can be presented at meetings for parents or during an open day.

eTwinning projects must also be showcased in short on the website of the school. One or more public pages of the Twinspace can be linked and be used for this purpose as well.

etwinning.net

Concept, text and editing by eTwinning Central Support Service - 2016

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