



Europass Curriculum Vitae

Personal information

First name/ Surname **Elena Assirelli**

Address

Telephone

Mobile

E-mail

Nationality

Date of birth

Gender

Work experience

Dates 09/2000 →

Occupation or position held English Teacher

Main activities and responsibilities Teaching 15/19 -year-old students specialising in Tourism and Catering

Name and address of employer Istituto Alberghiero 'P. Artusi'
Via Mons. Tarlombani, 7, 48025 Riolo Terme (RA) (Italy)

Type of business or sector High secondary education

Dates 09/1988 →

Occupation or position held English Teacher

Main activities and responsibilities Teaching English to Adults

Name and address of employer Università per Adulti
Via Castellani,25, 48018 Faenza (RA) (Italy)

Type of business or sector Lifelong education

Dates 23/04/2012 - 30/06/2017

Occupation or position held Indire trainer and tutor

Main activities and responsibilities Teaching English (A1-B1) and methodology to primary school teachers

Name and address of employer Istituto Comprensivo 'Domenico Matteucci' – Via Martiri Ungheresi, 7 48018 Faenza (RA)

Type of business or sector Language education

Dates April 2016 – June 2017
June 2015 – March 2016
March – December 2014

Occupation or position held CLIL trainer

Main activities and responsibilities Teaching English (B1- B2 / B2 -B2+) as well as CLIL methodology to subject teachers of Licei and Technical schools in the areas of Ravenna and Cesena (Emilia-Romagna)

Name and address of employer MIUR
Università degli Studi di Parma

Type of business or sector Language education and CLIL methodology

Dates	26/03/2013 – 30/04/2013
Occupation or position held	Teacher trainer
Main activities and responsibilities	Training future secondary-school English teachers
Name and address of employer	TFA Parma - P.le San Francesco 3 , 43100 Parma (Italy)
Type of business or sector	Initial training
Dates	01/06/2010 – 27/06/2013
Occupation or position held	Indire trainer and tutor
Main activities and responsibilities	Teaching English (A1-B1) and methodology to primary school teachers
Name and address of employer	Istituto Comprensivo 'Lugo 1' – Via Emaldi, 1 – 48022 Lugo (RA)
Type of business or sector	Language education
Dates	09/1999 - 07/2008
Name and address of employer	Teacher trainer and supervisor
Type of business or sector	Training and supervising future secondary-school English teachers
Name and address of employer	SSIS Parma - P.le San Francesco 3, 43100 Parma (Italy)
Type of business or sector	Initial Training
Dates	09/1991 - 08/2000
Occupation or position held	English teacher
Main activities and responsibilities	Teaching English to 11/14-year-old students
Name and address of employer	Scuola Media 'S. Gherardi' V.le Taroni, 4, 48022 Lugo (Italy)
Type of business or sector	Low secondary education
Dates	09/1984 - 08/1991
Occupation or position held	English teacher
Main activities and responsibilities	Teaching English to 14/19 - year- old students specialising in foreign languages
Name and address of employer	Liceo Linguistico 'S. Umiltà' Via Bondiolo, 38 - 48018 Faenza (RA) (Italy)
Type of business or sector	High secondary education
Dates	13/05/2018 – 16/05/2018
Title of workshop	Seminario di lavoro per la definizione degli “standard setting” - Prof. Rita Green (Lancaster University) – Roma (24 hours)
Principal areas covered	Introduction to Standard Setting; CEFR Familiarisation Exercise for Reading and Listening; Procedure for Standard Setting for Reading and Listening; Bookmark Procedure Rounds 1&2; Round 1: Discussion of results; Round 2: Review and submission of final bookmarks; Submission of final bookmarks; Evaluation of the procedure of Rounds 1&2
Name and type of organisation providing education and training	Invalsi
Dates	16/06/2018 – 17/06/2018
Title of workshop	Seminario di lavoro per la definizione degli “standard setting” delle prove INVALSI di lingua inglese - Prof. Rita Green (Lancaster University) – Bologna (12 hours)
Principal areas covered	Introduction CEFR Familiarisation Exercise for Reading and Listening; Procedure for Standard Setting for Reading and Listening; Bookmark Procedure Rounds 1&2; Round 1: Discussion of Results; Round 2: Review of Bookmarks; Submission of final bookmarks; Evaluation of Rounds 1&2 procedure
Name and type of organisation providing education and training	Invalsi

After completing the three seminars in Dobbiaco, Napoli, Rimini successfully I have been positively evaluated with the mark of 82 (Invalsi Evaluation Report – 05/06/2018)

Dates	12/03/2018 – 16/03/2018
Title of workshop	Seminario Invalsi di produzione di prove di Inglese – Prof. Rita Green (Lancaster University) – Rimini (30 hours)
Principal areas covered	Review of the procedures used in developing listening tasks; Introduction to item analysis for language test developers; Statistical analysis of field trial results; Revision of trialled reading tasks
Name and type of organisation providing education and training	Invalsi
Dates	23/10/2017 – 27/10/2017
Title of workshop	Seminario Invalsi di produzione di prove di Inglese – Prof. Rita Green (Lancaster University) – Napoli English Test Project (ETP)
Principal areas covered	Designing Listening Tests; Assessing Listening; Textmapping procedure; Task identifier; Listening Task Development
Name and type of organisation providing education and training	Invalsi
Dates	25/09/2017 - 28/09/2017
Title of workshop	English Language Testing and Assessment - Prof. Anthony Green (University of Bedfordshire) - Berlin
Principal areas covered	Key concepts and terms of language assessment; Evaluation of language tests; Development of listening and reading tests
Name and type of organisation providing education and training	Institute for Educational Quality Improvement (IQB)
Dates	26/06/2017 – 30/06/2017
Title of workshop	Costruzione di Prove Standardizzate di Inglese – Prof. Rita Green (Lancaster University) – Dobbiaco English Testing - Reading (B2)
Principal areas covered	Principles of language testing; Role of test specifications (reading); CEFR Familiarization exercise; Assessing reading; Textmapping procedure; Item writing guidelines; Task identifier; Reading Task Development
Name and type of organisation providing education and training	Invalsi
	After the workshop I have received Invalsi positive assessment for the development of English tasks. (October 2017)

Education and Training

<p>Dates</p> <p>Title of qualification awarded</p> <p>Principal area covered</p> <p>Name and type of organisation providing education and training</p>	<p>11/2012</p> <p>MA in Professional Development for Language Education (Pass with Merit)</p> <p>Assessment in CLIL</p> <p>Leeds Metropolitan University Headingley Campus, Calverley street, Leeds, West Yorkshire LS6 3QS (United Kingdom)</p>
<p>Dates</p> <p>Title of qualification awarded</p> <p>Principal areas covered</p> <p>Name and type of organisation providing education and training</p>	<p>08/2000</p> <p>Postgraduate Diploma in Education and Professional Development</p> <p>Evaluation and Assessment / Reflective Learning / Using Language Portfolio</p> <p>UEA – University of East Anglia, NR4 7TJ Norwich (United Kingdom)</p>
<p>Dates</p> <p>Title of qualification awarded</p> <p>Name and type of organisation providing education and training</p>	<p>06/1990 - 08/1990</p> <p>TEFL - Teaching English as a Foreign Language (Pass A)</p> <p>International School (Teacher Training Institute) 106 Piccadilly, W1V 9FL London (United Kingdom)</p>
<p>Dates</p> <p>Title of qualification awarded</p> <p>Principal subjects / occupational skills covered</p> <p>Name and type of organisation providing education and training</p>	<p>09/1979 - 11/1983</p> <p>Degree in Foreign Languages</p> <p>English Language and Literature</p> <p>Università degli Studi di Bologna , Italy Bologna (Bologna) Mark: 110/110 cum laude</p>

Personal skills and competences

Mother tongue(s) **Italian**

Other language(s)

Self-assessment
European level ()*

English

German

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
B1	Independent user	B2	Independent user	B1	Independent user	B1	Independent user	B2	Independent user
B2	Independent user	C1	Proficient user	B2	Independent user	C1	Proficient user	C1	Proficient user

(*) *Common European Framework of Reference (CEF) level*

Social skills and competences Team spirit and good communication skills, gained through my work experience as a teacher trainer.

Organisational skills and competences Sense of organisation and leadership, as a result of being responsible for the Foreign Language Department in my school and working as a teacher trainer.

Computer skills and competences Good command of main Microsoft Office programmes and experienced user of learning platforms.

Additional information

PUBLICATIONS

Light the Fire (Cooking and Service), Rizzoli Languages 2017.

Light the Fire, 1 volume for the 3rd, 4th, 5th classes of Hospitality Schools, Rizzoli Languages, 2016.

Culture and CLIL for you - 1 volume for Scuola Media, Celtic Publishing, 2012.

Speak Easy - English Textbook in 3 volumes for Scuola Media , Celtic Publishing, 2007.

Rollercoaster - English Textbook in 5 volumes for Primary School, Celtic Publishing, 2004.

PERSONAL INTERESTS

Travelling, playing the piano and composing music, playing tennis, swimming and skiing.

Brisighella, 17/06/2018

Elena Assirelli