

Job Shadowing — Palma

Job Shadowing for Teachers & Education Staff · 5 Working Days Only

DURATION

5 working days · Monday–Friday

FORMAT

Fixed group + profile matching

LOCATION

Palma de Mallorca · MAXX Institutes

TARGET GROUP

Teachers & Education Staff

COURSE TIME

5 working days · timetable in the course programme

CAPACITY

Up to 8 per group · max. 2 per mentor

Purpose, audience & learning outcomes

COURSE PURPOSE

Observe, reflect and transfer new practice.

A calendar-led, five-day Job Shadowing route for teachers and educational staff. Participants learn through real observation, mentor debriefs and professional exchange in a protected learning setting. It is not a teaching placement and it never extends beyond five working days.

DESIGNED FOR

Teachers & Education Staff

- Teachers, trainers and language educators
- School, VET and Adult Education staff
- Programme leaders and Erasmus+ coordinators with a clear learning focus
- Participants able to work within agreed observation, privacy and safeguarding rules

What participants will be able to do

LEARNING OUTCOMES

Evidence-based professional learning

- Observe teaching, support or coordination practice through an agreed framework
- Identify transferable approaches for communication, interaction and learner support
- Discuss practice with a named mentor and peers
- Create a realistic personal action and transfer plan

PROFESSIONAL CAPABILITIES

Responsible professional conduct

- Use observation questions and evidence responsibly
- Respect learner privacy, safeguarding and class boundaries
- Differentiate observation from spontaneous teaching
- Communicate professional learning outcomes clearly

Preparation & delivery

BEFORE ARRIVAL

Before matching

- Select one published Palma group date
- Submit role, learning goals, language profile and observation focus
- Review matching, safeguarding and privacy conditions
- Receive written confirmation only after an appropriate mentor and setting are confirmed

DURING & AFTER THE COURSE

During and after the week

- Named main mentor and structured observation framework
- Real observation, professional debriefs and guided reflection
- No teaching takeover, recordings or personal learner data
- Outcome documentation after actual completed observation

MAXX offers Job Shadowing only as a five-working-day Job Shadowing. A longer stay can be combined with a Spanish Course for Teachers & Education Staff with flexible start, als separates Kursmodul angeboten.

Content and methodology

CONTENT FOCUS

Observation focus areas

- Teaching and learning interaction
- Materials, feedback, learner support and assessment approaches
- Course or academic coordination processes
- Professional communication and reflective practice

HOW LEARNING HAPPENS

Real observation, protected learning.

The participant remains an observer. Regular learners stay at the centre of their class. Learning happens through a planned observation framework, short professional conversations with a named mentor, peer exchange and structured reflection. Mentor, timetable and focus are confirmed after matching.

Sample programme

Indicative five-day structure. Specific mentor, class, observation windows and focus are confirmed after profile matching. The programme is not an automatic placement on the published date.

FIVE-DAY JOB SHADOWING

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Orientation, safeguarding, observation framework and mentor introduction	Observed practice: learner interaction, methodology and mentor debrief	Observed practice: materials, feedback, support or coordination focus	Applied observation focus, professional exchange and guided reflection	Synthesis, personal action plan, outcome review and next steps

Documentation and responsible delivery

PROVIDED AFTER COMPLETION

After real observation takes place

- Attendance and completion documentation
- Confirmed observation focus and structured weekly timetable
- Learning-outcome summary for the sending organisation
- Supporting information for recognition where agreed

IMPORTANT PLANNING NOTE

Matching protects learners and staff

A published date is not an automatic mentor or class placement. If MAXX cannot maintain a safe, appropriate match, it offers the next group or a Spanish Course for Teachers & Education Staff with flexible start. A Job Shadowing certificate is issued after successful participation.

KA1 funding, activity classification and payment remain the responsibility of the sending organisation and its National Agency. MAXX acts as the independent host and service provider.