

## LETTER CIRCULAR

### Institute for Education

**Tel:** 2598 2001

**Email:** [ife@ilearn.edu.mt](mailto:ife@ilearn.edu.mt)

**Information:** X

**Date:** 13<sup>th</sup> November 2017

**Action Required:** X

**Ref:** IfE 57/2017

**To:** DGs, Directors, Assistant Directors, Service Managers, Education Officers, College Principals, Heads of Schools (State and Non-State) and Sections and Outstations.

**From:** Joanne Grima - CEO Institute for Education

**Subject:** Expression of Interest for Practice Placement Visitors for LSA Courses to perform visits in schools in Malta

---

The Institute for Education (IfE) is developing Courses for Learning Support Assistants which require the service from Practice Placement Visitors. For this reason, applications are invited from those interested to offer their services for the next three (3) years on a contract for service basis. The contract may be renewed for another three (3) years. **Practice Placement Visitors who are already offering their services to the Institute are not required to re-apply.**

The Practice Placement Visitor shall use the assessment tool provided by the Institute for Education and shall perform a number of visits per course participant as required by the particular course. The Practice Placement Visitor will visit the participant, observe him/her, support and assess him/her against the criteria set in the assessment tool. The Practice Placement Visitor will give a report to the participant and a copy to the Institute. The Practice Placement Visitor shall also conference to provide support to the participant right after the visit.

### Eligibility Criteria

The eligibility criteria for the selection of the Practice Placement Visitor shall be:

- A qualification at MQF Level 6 or equivalent in Education (subject to a minimum of 180 ECTS/ECVET credits or equivalent) or a qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent) and a Postgraduate Certificate in Education (PGCE).
- Minimum of five (5) years teaching experience;
- Communicate fluently in both English and Maltese.

**Preference will be given to those who have also a qualification in Inclusive Education.**

All applicants require a:

- Permanent teachers' Warrant;
- Europass *Curriculum Vitae* and motivation covering letter explaining the reasons of interest in offering this service.

### Selection criteria

Experts shall be selected by an *ad hoc* Selection Board through an assessment of the information obtained from their motivation letter, Europass *Curriculum Vitae* and scanned copies of original documents listed in the **Eligibility Criteria**. (Applicants might be asked to produce original documents for verification purposes). The Selection criteria shall give weight to the:

- Awareness of teacher development (through motivation letter)
- Awareness of formative assessment procedures (through motivation letter)

The Practice Placement Visitor shall perform a minimum of two (2) visits per participant. The Institute for Education will assign a number of participants to each Practice Placement Visitor. The number of participants can vary between one (1) and a maximum of six (6) participants according to the number of participants in the courses and the Practice Placement Visitor's availability. Remuneration will be of €12 per visit.

The chosen Practice Placement Visitors will be required to attend a 2-hour seminar in December to discuss methodology, pedagogy and assessment. The date will be communicated after the selection of the Practice Placement Visitors is completed.

Interested applicants are kindly asked to submit their application through the following link: <https://goo.gl/3PY47n>. The motivation letter together with a Europass CV and scanned documents will be received in the first instance by the Institute at [ife@ilearn.edu.mt](mailto:ife@ilearn.edu.mt) by not later than **noon of Wednesday, 29<sup>th</sup> November 2017**. Late applications will not be considered. Only applications submitted online will be considered.

Thank you.

**Joanne Grima**

**CEO Institute for Education**