

LETTER CIRCULAR

Institute for Education

Tel: 2598 2006

Email: ife@ilearn.edu.mt

Expression of Interest

Information: X

Date: 12th June 2017

Action Required: X

Ref: IfE 22 /2017

To: College Principals, Heads of Schools (State and Non-State) and Sections

From: Joanne Grima - CEO Institute for Education

Subject: **Expression of Interest for Practicum Visitors to perform visits in schools in Malta or Gozo**

The Institute for Education (IfE) is developing courses for Supply Teachers which require visits from Practicum Visitors. For this reason, applications are invited from those interested to offer their services.

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

Eligibility Criteria

The eligibility criteria for the selection of the Practicum Visitor shall be:

- 1a. A Master's degree or a recognised, appropriate, comparable qualification at MQF Level 7 or higher with 5 years teaching experience;
OR
- b. A degree at MQF Level 6 in Education with 10 ten years teaching experience;
2. Communicate fluently in both English and Maltese.

All applicants require;

- A Permanent Teachers' Warrant;
- A *Europass Curriculum Vitae* and motivation covering letter explaining the reasons of interest for providing this service.

Selection Criteria

Experts shall be selected by an *ad hoc* Selection Board through an assessment of the information obtained from their Europass Curriculum Vitae, 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 Practicum Visitor shall perform a minimum of two (2) visits per participant. The Institute for Education will assign a number of participants to each Practicum 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 Practicum Visitor's availability. Remuneration will be of €12 per visit.

Interested applicants are kindly asked to submit their application through the following link: <https://goo.gl/fwLPDw>. 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 by not later than **noon** of the **23rd June 2017**. Late applications will not be considered.

Thank you.

Joanne Grima

CEO Institute for Education