

Letter Circular

Institute for Education

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Information: X

Date: 7th August 2017

Action Required: X

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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: Practice Placement Visitors for LSA Courses to perform visits in schools in Malta and Gozo

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 years on a contract for service basis. The contract may be renewed for another three years.

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:

- An MQF Level 6 in Education or an MQF Level 6 Degree and a PGCE with a minimum of 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 giving 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 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 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 for a one half day seminar in September, 9.00am -12.00pm 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/KagnDH> . 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 Wednesday 23rd August 2017**. Late applications will not be considered. Only applications submitted online will be considered.

Thank you.

Joanne Grima

CEO Institute for Education