

LETTER CIRCULAR - Institute for Education

Date: 14th November 2019

Ref: IfE 87/2019

From: Joanne Grima - CEO

To the attention of: All Educators

Subject: Expression of Interest for Tutors to deliver Tutorial Sessions

Application Link: <https://bit.ly/2qO6s4q>

Deadline: Sunday 8th December 2019

Further Info / Requirements: Motivation letter; Europass *Curriculum Vitae*; scanned certificates and/or testimonials to be sent by email to ife.recruitment@ilearn.edu.mt

The Institute for Education is developing Courses which require Tutors to deliver tutorial sessions and is inviting applications from those interested to offer their service.

The Tutor shall deliver tutorial sessions to support the course participants in the implementation of the outcomes of the course in a practical manner. A supportive relationship is created between the tutor and course participants to ensure that they feel assisted and encouraged throughout the learning experience.

The tutor shall deliver a minimum of three (3) sessions per Academic year. The tutor will assist the course participant in acquiring the competences to:

- implement the right pedagogy;
- choose the assessment tools that produce the most valid and reliable results;
- create an environment that is conducive to learning;
- promote well-being, self-esteem and self-efficacy;
- deal with diversity in every aspect.

Eligibility Criteria

The eligibility criteria for the selection of the Tutor shall be:

1 | Institute for Education, Martin Luther King Road, Pembroke PBK 1990. | Tel: 25982001 | Email: ife@ilearn.edu.mt | Web: ife.gov.mt

Bachelor of Education Degree

1a. A Master's degree (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) or a recognised, appropriate, comparable qualification at MQF level 7 or higher together with five (5) years teaching experience in the areas indicated in the table overleaf;

OR

1b. A degree at MQF Level 6 in Education together with a minimum of eight (8) years teaching experience in the areas indicated in the table overleaf;

OR

1c. A degree at MQF Level 6 and PGCE with a minimum of eight (8) years teaching experience in the areas indicated in the table overleaf.

2. Communicate fluently in both Maltese and English.

Master of Education Degree

1. A Master's degree (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) or a recognised, appropriate, comparable qualification at MQF level 7 or higher together with five (5) years teaching experience in the areas indicated in the table overleaf.

2. Communicate fluently in both Maltese and English.

Those having accredited professional development/qualifications in the aspects mentioned above shall be given preference.

All applicants are also required to present the following:

- Europass Curriculum Vitae;
- Scanned copies of original documents listed in the Eligibility Criteria;
- Motivation letter stating their vision about teaching and learning and how this relates to the Malta's Educational Strategy.

Areas
<p>Bachelor of Education Degree</p> <ul style="list-style-type: none">▪ Primary Education▪ VET Engineering Technology▪ VET Hospitality▪ VET Fashion and Textiles
<p>Master of Education Degree</p> <ul style="list-style-type: none">▪ Primary Education▪ English▪ Sciences (Biology, Physics and Chemistry)▪ Humanities (History, Social Studies, Geography, European Studies)▪ Religious Education▪ Agribusiness

Selection criteria for the Tutor

The Tutors 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 may be asked to attend an interview and produce original documents for verification purposes.

Remuneration

The selected applicants will enter into a contract for service, for a maximum of three (3) years. The selected applicants will enter into a contract for service, for a maximum of three (3) years starting on the day of signing. The contract for service could be renewed for another three (3) years after expiration. Remuneration for the Tutor will be of **€40 per session** and this will include all the communication between the tutor and the course participant prior and after the session.

Submission of applications

Interested applicants are kindly asked to submit their application through the following link:
<https://bit.ly/2qO6s4q>.

The motivation letter together with a Europass Curriculum Vitae and scanned documents and/or testimonials will be received by the Institute at ife.recruitment@ilearn.edu.mt by not later than **Sunday 8th December 2019**. Late applications will not be considered. Only applications submitted online will be considered.

Thank you.

Joanne Grima
CEO Institute for Education