

## LETTER CIRCULAR - Institute for Education

**Date:** 2<sup>nd</sup> July 2019

**Ref:** lFE 58/2019

**From:** Joanne Grima - CEO

**To the attention of:** All Educators

---

**Subject:** Expression of Interest for In-Class Co-Teaching Tutors

**Application Link:** <http://bit.ly/2FANzpr>

**Deadline:** Noon (CET) of 30/06/2020

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

---

The Institute for Education is developing Courses which require In-Class Co-teaching Tutors and is inviting applications from those interested to offer their service. **In-Class Co-teaching Tutors who are already offering their services to the Institute in one of the areas listed in the table below are NOT required to re-apply.**

The In-Class Co-teaching Tutor shall support the course participant in the implementation of the outcomes of the course in a practical manner within the course participant's class. A supportive relationship is created between the two to ensure that the course participant feels assisted and encouraged throughout the learning experience.

The tutor and the course participant shall communicate via email and face-to-face throughout the course and the tutor will visit, observe and co-teach with the course participant a minimum of eight (8) times during a scholastic year (once a month). The In-class Co-teaching Tutor will give a short report to the participant every time a visit is carried out. Copies of these reports shall be handed to the Institute by the course participant per semester. All meetings/vists will be carried out at the course participant's school/classroom. 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;
- Advise on the documentation that builds the teaching file.

## Eligibility Criteria

**To support course participants following a Bachelor of Education Degree**, the eligibility criteria for the selection of the In-Class Co-teaching Tutor will be:

- 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; *AND*
2. Proficient in both English and Maltese languages, *AND*
3. A Teachers' Permanent Warrant.

**To support course participants following a Master of Education Degree**, the eligibility criteria for the selection of the In-Class Co-teaching Tutor will be:

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 below; *AND*
2. Proficient in both English and Maltese languages; *AND*
3. A Teachers' Permanent Warrant.

**Those applicants having accredited professional development/qualifications in the aspects mentioned below will be given preference.**

## Areas

### Bachelor of Education Degree

- Primary Education
- Biology
- Social Studies
- European Studies
- Physical Education
- VET Agribusiness
- VET Engineering Technology
- VET Textiles and Fashion
- VET ICT
- VET Retail
- VET Hairdressing and Beauty Therapy
- VET Health and Social Care
- VET Hospitality
- VET Media Literacy

### Master of Education Degree

- Primary Education
- English
- Maltese
- Mathematics
- Sciences (Biology, Physics and Chemistry)
- Humanities (History, Social Studies, Geography, European Studies)
- Religious Education
- Physical Education
- VET Agribusiness
- VET Engineering Technology
- VET Textiles and Fashion
- VET ICT
- VET Retail
- VET Hairdressing and Beauty Therapy
- VET Hospitality
- VET Media Literacy
- VET Health and Social Care

## Selection Criteria

The In-Class Co-teaching Tutors shall be selected by an ad hoc Selection Board through an assessment of the information obtained from the Motivation Letter, Europass Curriculum Vitae; and scanned certificates and/or testimonials listed in the Eligibility Criteria. Applicants may be asked to attend an interview and produce original documents for verification purposes.

The Selection criteria will give weight to the:

- Motivation Letter which should demonstrate their Educational Vision;
- Qualifications in the subject area;
- Years of experience in teaching;
- Relevant work experience

## Remuneration

The selected applicants will enter into a contract for service, for a maximum of three (3) years starting on the day of signing. The Institute for Education will assign a number of participants to each In-class Co-teaching Tutor. The number of participants may vary between one (1) and a maximum of four (4) participants according to the number of participants in the courses and the In-class Co-teaching Tutor's availability. Remuneration for the In-class Co-teaching Tutor will be of **€35 per visit** and this will include all the communication between the tutor and the course participant prior and after the visit and the short report.

## Submission of applications

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

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](mailto:ife.recruitment@ilearn.edu.mt) by not later than **noon (Central European Time) of Tuesday, 30<sup>th</sup> June 2020**. Late applications will not be considered. Only applications submitted online will be considered.

Thank you.

**Joanne Grima**  
**CEO Institute for Education**