

LETTER CIRCULAR - Institute for Education

Date: 23rd April 2018

Ref: IfE 39/2018

From: Joanne Grima – CEO

To the attention of: All Educators

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

Application Link: <https://goo.gl/1DSJfW>

Deadline: Noon (CET) of 11/05/2018

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

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. 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 In-Class Co-teaching Tutor shall be:

1. *Qualifications and Experience*

- A Master's degree in Education (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 eight (8) years teaching experience;
OR
- A degree at MQF Level 6 in Education together with a minimum of twelve (12) years teaching experience;
OR
- A degree at MQF Level 6 and PGCE in the subject area together with a minimum of twelve (12) years teaching experience.

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.

Selection criteria for the In-Class Co-teaching Tutor

The In-Class Co-teaching 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 might be asked to produce original documents for verification purposes.

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 contract for service could be renewed for another three (3) years after expiration. 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:
<https://goo.gl/1DSJfW>.

The motivation letter together with a Europass Curriculum Vitae and scanned documents and/or testimonials will be received by the Institute at ife@ilearn.edu.mt by not later than **noon (Central European Time) of Friday, 11th May 2018**. Late applications will not be considered. Only applications submitted online will be considered.

Thank you.

Joanne Grima
CEO Institute for Education