

## LETTER CIRCULAR - Institute for Education

**Date:** 9<sup>th</sup> November 2018

**Ref:** IfE 75/2018

**From:** Joanne Grima - CEO

**To the attention of:** All Educators

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**Subject:** Expression of Interest for Tutors to deliver Tutorial Sessions

**Application Link:** <https://goo.gl/qVK1wV>

**Deadline:** Noon (CET) 23/11/2018

**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)

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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 from December 2018 until March 2019. 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:

### ***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 below;

**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 areas indicated below 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><b>Bachelor of Education Degree</b></p> <ul style="list-style-type: none"> <li>▪ Primary Education</li> <li>▪ VET Hospitality</li> </ul> <p><b>Master of Education Degree</b></p> <ul style="list-style-type: none"> <li>▪ Primary Education</li> <li>▪ Humanities (History, Social Studies, Geography, European Studies)</li> <li>▪ Physical Education</li> <li>▪ VET Agribusiness</li> <li>▪ VET Hospitality</li> </ul>

### 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 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. 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://goo.gl/qVK1wV>.

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 Friday 23<sup>rd</sup> November 2018**. Late applications will not be considered. Only applications submitted online will be considered.

Thank you.

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