

LETTER CIRCULAR - Institute for Education

Date: 28th October 2019

Ref: IfE 80/2019

From: Joanne Grima – CEO

To the attention of: All Educators

Subject: Expression of Interest for Higher Education Teaching, Learning and Assessment Experts

Application Link: <https://bit.ly/2Mi5Rim>

Deadline: Wednesday 20th November 2019

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

The Institute for Education (IfE) is in the process of developing a **Teaching, Learning and Assessment Framework** (see Annex 1 below) to further support its lecturers and trainers in the planning, delivery and assessment of their modules. As part of this initiative, the Institute for Education (IfE) is recruiting the assistance of Higher Education Teaching, Learning and Assessment (TLA) Experts to develop the aforementioned framework.

The TLA Expert will undertake to draft and submit a soft-copy of the assigned section/s of the document **within 45 days**. The draft must include an introduction to the section/s and guidelines for each sub-section substantiated by literature and practical examples of their effective implementation.

Consequently, the TLA Expert will review and resubmit a soft-copy of the document **within 21-days** according to feedback received from the Institute for Education. Once a final draft is approved by the Chief Executive Officer (CEO) or delegate, TLA Experts will create a summary of the section and present both versions to the Institute for Education in soft-copy.

Eligibility Criteria

Applicants applying for the position of Teaching, Learning and Assessment (TLA) Experts are to be in possession of the following at the time of application:

(i) A full MQF Level 7 qualification preferably in Education;

AND

(ii) Ten (10) years experience in education preferably within a higher education setting.

Selection Criteria

Teaching, Learning and Assessment (TLA) Experts 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 might be asked to produce original documents for verification purposes. The Selection criteria will give weight to the:

- Motivation Letter which should demonstrate the candidate's grasp of:
 - Higher education pedagogy and assessment;
 - Knowledge of teaching, learning and assessment digital tools and resources;
 - Knowledge of quality assurance processes in higher education.
- Qualifications in the area;
- Years of experience in teaching and assessment.

Remuneration

The selected applicants will enter into a contract for service, for one (1) year starting on the day of signing. Selected applicants will develop the guidelines for the full section/s they have been assigned. **Remuneration for each main section will be €450** once the guidelines have been approved by the Institute for Education and all final documentation has been received.

In the event where the performance of the TLA Expert is deemed to be unsatisfactory or not up to the required standards, the Contract shall be immediately terminated and the TLA Expert shall forfeit all remuneration due.

Intellectual Property Rights

All Intellectual property rights pertaining to deliverables of this expression of interest shall be vested exclusively in The Institute for Education.

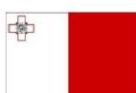
Submission of application

Interested parties are asked to submit an online application by following the link: <https://bit.ly/2Mi5Rim>.

The Motivational Letter; Europass Curriculum Vitae and scanned certificates of the applicant will be received by the Institute for Education at ife.recruitment@ilearn.edu.mt by not later than **noon (Central European Time) of Wednesday 20th November 2019**.

Thank you.

Joanne Grima
CEO Institute for Education



Annex 1 – The Framework

The **Teaching, Learning and Assessment Framework** will consist of the following sections:

Section	Proposed Sub-sections
Effective Teaching in Higher Education	<ol style="list-style-type: none"> 1. Student Engagement; 2. Addressing Diversity through Teaching and Learning Activities; 3. Embedding 21st Century Skills in teaching; 4. Moving towards a project-based approach; 5. Experiential Learning.
Assessment for Learning in Higher Education	<ol style="list-style-type: none"> 1. Understanding Levels of Learning; 2. Learning Intentions and Success Criteria; 3. Giving Constructive Feedback; 4. Self and Peer Assessment.
Summative Assessment	<ol style="list-style-type: none"> 1. Reliability; 2. Validity; 3. Fairness; 4. Continuous Assessment; 5. Alignment Assessment Tasks to Outcomes; 6. Tools for Assessment.
Rubrics	<ol style="list-style-type: none"> 1. Constructing a Rubric; 2. Samples of Rubrics; 3. Grading; 4. Giving Feedback aligned to a Rubric.
Multimodal Teaching and Assessment	<ol style="list-style-type: none"> 1. Alternative forms of Assessment; 2. Strategies to support multimodal teaching; 3. Transforming face-to-face sessions to online.