

## LETTER CIRCULAR - Institute for Education

**Date:** 19 November 2019

**Ref:** IfE90/2019

**From:** Joanne Grima – CEO, Institute for Education

**Subject:** Expression of Interest for researchers / interviewers and schools interested in sharing good practice on multiculturalism

**Deadline:** 28 November 2019

Although schools are constantly faced with various situations which they need to deal with, they are often pro-active and tackle challenges through their own competencies. Taking note of this, the Institute for Education would like to compile a collection of case studies and good practices providing insights into cases that emerged in schools and how they were addressed. This shall support schools dealing with similar issues on how to tackle such cases.

For this reason, the Institute for Education is welcoming schools to share with its researchers/interviewers the good practices and any experiences of intercultural issues which they have worked through. Through brief interviews the researchers/interviewers will draw up the case studies, which will be made available through a resource list on the website of the Institute for Education.

In order to carry out this work the Institute for Education requires researchers/interviewers to support it in contacting schools to share their practices, carrying out the interviews, analyse them and write the case studies in consultation with the schools and the Institute for Education. Case studies should outline briefly the case, the action undertaken, the stakeholders involved, the outcome and any follow-up, if applicable. Each case should be no longer than 1-2 A4 pages type written. The Institute for Education is inviting applications from those interested to offer this service.

Moreover, the Institute for Education is inviting schools to share their good practices and any experience of intercultural issues they have encountered with the researchers/interviewers. The Institute for Education is inviting those schools, who are interested to participate, to register their interest. The case studies will be drawn up by the researchers/interviewer based on a semi-structured interviewing guide, which will be shared with the interested schools after they have registered their interest.

## Eligibility Criteria for researchers/interviewers

The eligibility criteria for researchers/interviewers shall be a Master's degree or a recognised, appropriate, comparable qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) preferably related to the areas of Internationalisation and Multiculturalism in Education and Society or a qualification deemed relevant by the Selection Board. Relevant experience will be considered an asset.

## Selection Procedure for researchers/interviewers

Researchers/interviewers will be selected by an ad hoc Selection Board through an assessment of the information obtained from the Covering 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 particular interest and expertise related to Internationalisation and Multiculturalism in Education as well as their Educational Vision;
- Demonstrated experience in carrying out and analysing data obtained from interviews, particularly in the education sector
- Qualifications;
- Years of relevant experience;

## Remuneration for researcher/interviewer

The selected applicant will enter into a contract for service, for one year starting on the day of signing. The Institute for Education will assign a number of schools to each researcher/interviewer. The researcher/interviewer shall be responsible for contacting schools to share their practices, carrying out the interviews, identifying and selecting the relevant case studies and writing the case studies in consultation with the schools and the Institute for Education.

Remuneration for each published case study will be **€50**.

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

## Remuneration for schools

Schools that have expressed their interest to share their good practices and any experience of intercultural issues they have encountered with the researchers/interviewers and whose case studies have been selected for publishing on the website of the Institute for Education shall be remunerated for each published case study with **€50**.

## Submission of applications by reviewers/interviewers

The persons interested to offer their services to the Institute for Education as researcher/interviewer are kindly asked to submit their application through the following link: <https://bit.ly/2KIW8YI>.

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be sent to [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt) together with a Covering letter and Europass *Curriculum Vitae*. Scanned copies sent electronically are acceptable. Original certificates and/or testimonials are to be produced for verification at the interview. Applications will be received by not later than **Thursday 28<sup>th</sup> November 2019**. Only applications submitted online will be considered.

## Submission of applications by schools

Heads of schools interested to share the school's good practices and experience are kindly asked to register their interest through the following link: <https://bit.ly/2CTKBey>.

Expressions of interest shall be received for a period of one year until 18 November 2020. Only applications submitted online will be considered.

Thank you.

**Joanne Grima**

**CEO Institute for Education**