



Contract for Service

Summer Intensive Course Tutor under the Language Learning and Parental Support for Integration *PLUS* (LLAPSI +) Project

Nomenclatures denoting the male gender include also the female gender

The Ministry for Education and Employment notifies that applications are being received from interested persons willing to provide their services on a “**Contract for Service**” basis as **Summer Intensive Course Tutor** within the Language Learning and Parental Support for Integration *PLUS* Project [MT/2016/AMIF/4.01 - LLAPSI+] which is part-financed by the Asylum, Migration and Integration Fund (AMIF).

Applicants will be required to provide up to **eighty (80) hours** of service per month between 1st July and 30th September 2020. Remuneration will be **€11.65** (excluding VAT) per hour.

The duties of a Summer Intensive Course Tutor shall include:

1. Teaching of the subject/s assigned based on the guidance of the Migrant Learners’ Unit, namely English and/or Maltese as a foreign language. Tutors may be required to deliver sessions and interactions via online methods;
2. Assisting in programme implementation and reviews by providing the necessary statistics, record of work and other information requested related to appointed tasks;
3. Actively participating in on-going training and planning opportunities organised by the Migrant Learners’ Unit within the Directorate;
4. Contributing to the development of courses by working closely with the Education Officer and Course Coordinator in developing the learning outcomes of the course, resources and assessment tools as needed;
5. Working closely with the Education Officer and Course Coordinator to develop and implement effective approaches to motivate and support learners;
6. Assisting the Migrant Learners’ Unit in programme research, implementation and review;
7. Adhering to established working procedures while contributing to the on-going development of such;
8. Taking an active part in the continuous assessment of learners and recording outcomes of such professional intervention;
9. Working closely with other Course Educators involved in the delivery of similar courses in order to identify effective modalities for:

- Identifying and meeting the learner's needs
- Ensuring standardisation and quality of learning;

10. Caring for equipment available in the school/centre (if applicable);

11. Performing any other duties assigned by the Permanent Secretary (MEDE) and/or his representative;

12. Performing any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.

Eligibility criteria:

Applicants should be:

- i) able to communicate in the Maltese and/or English language;
- ii) in possession of a recognised qualification at MQF level 4 in the subject/area applied for or a professional comparable qualification;
- iii) in possession of a valid Teacher's Warrant issued by the Council for the Teaching Profession (CTP) under article 24(2) of the Education Act.

Eligible applicants will be required to sit for an interview which will be conducted via virtual communication and are to present their original certificates upon request, together with their Service and Leave Record Form (GP 47) if already in the Public service or a valid Police Conduct certificate.

A covering letter, together with an updated Service and Leave Record Form (GP 47) or a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and a summary of qualifications in the Curriculum Vitae Format are to be submitted to the Migrant Learners' Unit through email to mlu.mede@gov.mt by not later than noon (Central European Time) of Tuesday 16th June 2020.

Enquiries about specific services required and conditions can be made by email to mlu.mede@gov.mt or by calling on 2598 2712 / 2598 1584.



Asylum, Migration and Integration Fund 2014 – 2020

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Sustainable Management of Migration Flows

