

LETTER CIRCULAR - Institute for Education

Date: 4th December 2018

Ref: IfE 79/2018

From: Joanne Grima – CEO

To the attention of: All Educators

Subject: Development of Mathematics Pedagogy Modules as part of a Master of Education.

Application Link: <https://goo.gl/x4Bmss>

Deadline: 19th December 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 (IfE) invites applications from those interested to offer their services as Learning Programmes Development Experts to the Institute for Education (IfE) for the development of modules in Mathematics Secondary Pedagogy as part of Master of Education at MQF Level 7.

The Learning Programmes Development Experts (LPDE) shall undertake to:

1. Develop modules from those indicated below of this expression of interest in the format required by the NCFHE Application for Programme Accreditation under the supervision of the IfE. The LPDE would ensure that the work being developed is relevant to the Maltese educational context and in line with Government policy while liaising with and being answerable to the CEO of the IfE, or delegate. The modules will be written in the NCFHE Application for Programme Accreditation **within 35 days of signing the contract**. The modules will then be presented as a whole course to NCFHE for validation and accreditation. The LPDE will perform the necessary amendments as indicated in the feedback sent by the NCFHE validators within the timeframe indicated.
2. Deliver the number of contact hours of professional learning per module as outlined in the Course Framework while providing guidance throughout the self-study hours through e-mails and the Institute's online portal. Contact hours will be delivered face-to-face, online (via discussion forums or live sessions), and in-class in the proportions indicated in the framework. Therefore, the expert may also be filmed or asked to create a voiceover for the online component as well as develop the online resource content that accompanies the delivery.

The online content to be uploaded needs to be delivered in the following format:

1. Outcomes of the session. 2. Tasks to do during the online session.	Presentation with audio to be uploaded and/or filming of the speaker delivering the session.
Suggested Articles/Books	Suggested clips that participants need to view.

The filming and the content shall be uploaded on the IfE Online Portal which may be accessed by the participants as part of the course.

3. Assess the individual participants with a diversity of tools against the outcomes set per Module in the NCFHE application. Experts are to give feedback to the participants and the results shall be reported in soft copy in a template developed by the IfE.

The Modules

The list of modules can be found below. Candidates are required to indicate clearly on the online form which modules they are applying to develop. The applicants can apply to develop one or more modules. The *ad hoc* Selection Board may choose more than one person to develop modules.

Ref. No.	Modules	MQF Level	ECTS	Eligibility Criteria
1	Pedagogy and Assessment in the Teaching of Mathematic Strands	7	6	A minimum of MQF Level 7 qualification in Mathematics Education, or a similar qualification deemed relevant by the Selection Board in addition to 10 years relevant work experience.
2	Integrating Technology in the Mathematics Classroom	7	2	

Selection Criteria

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 shall give weight to the:

- Motivation Letter which should demonstrate their Educational Vision as well as the candidate's grasp of:

- The Malta Qualifications Framework and NCFHE documentation
- MEDE Documentation
- Mathematics Pedagogy and Assessment
- Qualifications in the subject area
- Years of experience in teaching;
- Years of experience in teacher training or relevant work experience.

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. They shall develop the Module they applied for. Each one (1) ECTS shall have five (5) contact hours which will be delivered after school hours. The LPDE will also train and assess those educators who apply for the course. The selected candidates shall be entitled to €50 per ECTS as soon as the module is accredited by NCFHE in addition to €175 per one (1) ECTS for delivery and assessment of the participants.

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

Intellectual Property Rights

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

Submission of application

Interested applicants are asked to submit an online application by following the link: <https://goo.gl/x4Bmss>.

The motivation letter together with a Europass Curriculum Vitae and scanned certificates and/or testimonials will be received in the first instance by the Institute for Education at ife.recruitment@ilearn.edu.mt by not later than **noon (Central European Time) of Wednesday 19th December 2018**.

Thank you.

Joanne Grima
CEO Institute for Education