

Diviżjoni ta' l-Edukazzjoni  
Dipartiment tat-Teknoloġija fl  
Edukazzjoni



Malta

Education Division  
Department of Technology in  
Education

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### LETTER CIRCULAR

**Information: X**  
**Action Required: X**  
**Ref: OPS 37/2003**  
**From: Mr. L. Zammit Tel: 25982164 Fax: 21249872 Director (Technology Education)**  
**To: All Teachers in State Schools (Through Heads of Schools)**  
**Subject: Call for Support Teachers for Information & Communication Technology in Education at the ICT Learning Centre (Primary Sector)**  
**Date: 26th May 2003**

Regular Teachers and Instructors are being recruited to be transferred to the ICT Learning Centre, Floriana to act as Support Teachers for Information and Communications Technology in Education in the Primary Sector.

The role of the Support Teacher will be:

1. to contribute in the Internet and Web design projects related to Schoolnet.
2. to help in the preparation of resources for the effective teaching of ICT across the curriculum in the Primary Sector.
3. to provide expertise in digital multi-media and communication technologies, along with the design and production of applications.
4. to Act as contact persons to initiate and support ICT related projects between school in Malta and Gozo.
5. to be regularly involved in Teacher Training and In-Service courses.
6. to contribute in the research and assessment initiatives undertaken by the Primary Section of the ICT Learning Centre.
7. to provide general support to the Officials of the Department of Technology in Education.

Prerequisites

- i) Applicants must have at least 5 years teaching experience in the Primary Sector.

AND

- ii) Either have the Diploma in IT in Education (EMY) - (Applications from candidates who are presently following the course will also be accepted)

or

have a B.Ed Hons. Or a Postgraduate Certificate in Education specialising in Early and Middle Years (EMY).

#### Selection Criteria

1. The ability to help and support Primary schools in the production and maintenance of Web based information and resources;
2. Basic knowledge of Macromedia Flash and Dreamweaver;
3. The ability to prepare effective ICT-based teaching and learning resources based on constructivist methods, differentiated learning and the thematic approach across the Primary curriculum;
4. The ability to provide expertise in multi-media courseware production;
5. The ability to help in the design, organisation and delivery of Teacher Training and Inset Courses;
6. The ability to work under pressure, independently, and with minimal supervision to meet deadlines.

Applicants are expected to produce evidence of their experience in the above mentioned Selection Criteria.

#### Conditions of Work

1. Support Teachers will be based at the ICT Learning Centre, Floriana
2. Support Teachers will be conditioned to teachers' normal school working hours.
3. The periods spent by the selected candidate in training Teaching Staff in ICT will be considered as teaching experience and as such satisfies the provisions of clauses 2.2.1, 2.3.1 and 2.4.1 of the agreement between the Government and the Malta Union of Teachers.
4. The selected candidates will not be entitled to any additional remuneration. The candidates' service may be terminated at the discretion of the Director General (Education). In such eventuality the teacher concerned will revert to duties held previous to this service.
5. Successful applicants may be required to attend courses, locally or abroad, as the Division may consider necessary.

Applications from interested members of staff (as per enclosed form), endorsed by the Head of School, are to reach the Director Technology in Education, ICT Learning Centre, Education Division, Floriana - Attention not later than Friday 27th June 2003. Copies of qualifications claimed are to be attached to the application form together with a Service and Leave Record (GP 47).

Dr. C. Borg  
Director Operations