



**Divizjoni ta' l-Edukazzjoni
Floriana
Malta**

**Education Division
Floriana
Malta**

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LETTER CIRCULAR

**Information: X
Action Required: X**

**Date: 11th May 2004
Ref: OPS/ 41/2004**

To: All Teachers in State Schools (Through Heads of Schools)

**From: Mr. L. Zammit Tel: 25982164 Fax: 21249872
Director (Technology Education)**

**Subject: Call for Support Teachers for Information & Communication
Technology in Education at the ICT Learning Centre**

All DTiE Circulars are available online at <http://schoolnet.gov.mt/dtie/circulars.html>

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.

The role of the Support Teacher will be:

1. to organise ICT Courses for teachers and to be regularly involved in Teacher Training, In-Service courses and school staff development meetings.
2. to prepare resources for the effective teaching of ICT across the curriculum, mainly in following areas.
3. to contribute in the Internet and Web design projects related to Schoolnet.
4. to organise ICT Courses for teachers in Teacher Training.
5. to provide expertise in digital multi-media and communication technologies, along with the design and production of applications.
6. 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, Secondary or Post Secondary Sector.

AND

- ii) Either
have the Diploma in IT in Education - (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.

Selection Criteria

1. Appreciation of the crucial value of ICT in Education
2. Up-to-date knowledge of the latest developments in this sphere
3. Awareness of the potential for future expansions and the ability to meet the challenge of continuous development
4. Knowledge and ability to work in a fully computerised environment
5. 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 18th June 2004. Applicants are required to attach with their application:

- A Service and Leave Record Sheet (GP 47);
- Photocopies of relevant qualifications;
- A C.V. (E.U. Format) with focus on experience relevant to the post.

Dr. C. Borg
Director General
in the absence of Director Operations