

Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport (MES)
L-impjieg	Edukatur għall-Adulti fuq Bażi Part-Time



MINISTERU GĦALL-EDUKAZZJONI U L-ISPORT
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Edukatur għall-Adulti fuq Bażi Part-Time jinkludu:

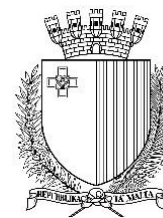
- i. jgħalliem is-sugġett/i assenjat/i skont il-livell li jrid jintlaħaq kif ippubblikat fil-Prospett maħruġ mid-Direttorat;
- ii. jiffamiljarizza nnifsu mal-filosofija tad-Direttorat u jagħti sehem fil-kunċett ta' żvilupp fir-rigward ta' provvista ta' servizz u opportunitajiet oħra ta' taġlim tul il-ħajja;
- iii. jassisti fl-implimentazzjoni tal-programm/i u fir-reviżjoni tal-istess programm/i permezz ta' statistika, rekord tax-xogħol, u informazzjoni oħra meħtieġa relatata ma ħidma maħtura;
- iv. jipparteċipa b'mod attiv f'taħriġ kontinwu u ppjanar organizzat mill-Iskola/Ċentru fi hdan id-Direttorat;
- v. jikkontribwixxi għall-iżvilupp tal-korsijiet billi jaħdem qrib l-Management u l-Koordinatur għall-Edukazzjoni għall-Adulti fl-iżvilupp tar-riżultati ta' taġlim tal-kors, tar-riżorsi u tal-ġhodka ta' assessjar;
- vi. jaħdem mill-qrib tal-Management u l-Koordinatur għall-Edukazzjoni għall-Adulti sabiex jiżviluppaw u jimplimentaw mezzi effettivi li jimmotivaw u jgħinu lill-adulti biex ikomplu jitgħallmu tul il-ħajjithom;
- vii. jassisti lill-Management u l-Koordinatur għall-Edukazzjoni għall-Adulti fi programm ta' riċerka, implimentazzjoni u evalwazzjoni;
- viii. josserva prattiċi tax-xogħol stabbiliti filwaqt li jikkontribwixxi fl-iżvilupp kontinwu tagħhom;
- ix. jieħu sehem attiv fil-proċess ta' assessjar kontinwu għall-adulti li qegħdin jitgħallmu u jżomm rekord tax-xogħol professjonali li jkun qed isir;
- x. jaħdem mill-qrib t'edukaturi oħra għall-adulti involuti fit-taġlim ta' korsijiet simili sabiex jinstabu mezzi effettivi biex:
 - i. jimmobilizza l-punti pożittivi, l-potenzjal, u l-kompetenza tal-adulti li qed jitgħallmu;
 - ii. jippermetti li l-adulti li qed jitgħallmu jidentifikaw u jissodisfaw htigijiet ta' taġlim tagħhom;
 - iii. jiżgura standardizzazzjoni u assigurazzjoni ta' kwalita' fit-taġlim;
- xi. jgħin lill-adulti li qed jitgħallmu fil-proċess tal-vjaġġ tagħhom ta' taġlim tul il-ħajja sabiex jibbenifikaw sew huma bħala individwi u b'mod kollettiv bħala ċittadini;
- xii. jieħu ħsieb li taġmir disponibbli fl-iskola/ċentru jinżamm fi stat tajjeb;

- xiii. jwettaq dmirijiet oħra li jisgħu jigu agġornati biex jissodisfaw ir-rekwiziti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xv. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Aktar dettalji jistgħu jinkisbu mis-sit: <https://lifelonglearning.gov.mt/> jew bit-telefon: 2598 1103 jew tikkuntatja lid-DLE fuq l-e-mail: lifelonglearning@gov.mt

Annex A

Ministry	Ministry for Education and Sport (MES)
Job title	Part-Time Adult Educator



MINISTRY FOR EDUCATION AND SPORT

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of a Part-Time Adult Educator include:

- i. teaches subject/s assigned based on the learning outcomes as published in the Prospectus of the Directorate;
- ii. familiarises oneself with the philosophy of the Directorate and assists in its conceptual development with regards to service provision and other Lifelong Learning opportunities;
- iii. assists in programme implementation and reviews by provide necessary statistics, record of work and other information requested related to appointed tasks;
- iv. actively participates in on-going training and planning opportunities organised by the School/Centre within the Directorate;
- v. contributes to the development of courses by working closely with the Management and Adult Education Coordinator in developing the learning outcomes of the course, resources and assessment tools;
- vi. works closely with the Management and Adult Education Coordinator in developing and implementing effective approaches to motivate and support adults to become lifelong learners;
- vii. assists Management and Adult Education Coordinator in programme research, implementation and review;
- viii. adheres to established working procedures while contributes to on-going development of such;
- ix. takes an active part in the continuous assessment of adult learners and records outcomes of such professional intervention;
- x. works closely with other adult educators involved in delivery of similar courses in order to identify effective modalities for:
 - i. mobilises the strengths, potential and expertise of adult learners;
 - ii. enables adult learners to identify and meet their learning needs;
 - iii. ensures standardisation and quality assurance of learning;

- xi. engages adult learners in a process leading to an enhanced lifelong learning journey that benefits both themselves as individuals and collectively as citizens;
- xii. cares for equipment available in the school/centre is maintained in good condition;
- xiii. undertaking any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. undertaking any other tasks, which the superior may delegate to him/her, as may be required; and
- xv. any other duties as directed by the Principal Permanent Secretary.

Further details may be obtained from the website: <https://lifelonglearning.gov.mt/> or by phone: 2598 1103 or contact DLE by e-mail: lifelonglearning@gov.mt