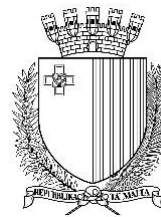


Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Ispport (MES)
L-impjieg	Edukatur fuq bażi part-time



MINISTERU GĦALL-EDUKAZZJONI U L-ISPORT

TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

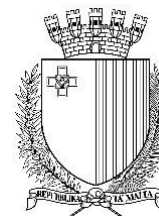
Id-dmirijiet ta' Edukatur fuq bażi part-time fi hdan il-Kulleġġ Mikiel Anton Vassalli jinkludu:

- i. jgħallem u jeduka lill-istudenti skont il-linji gwida pprovduti mill-MFHEA u l-awtoritajiet kompetenti tal-edukazzjoni;
- ii. jgħallem u jeduka lill-istudenti skont learning outcomes, u abbiltajiet u potenzjal tal-istudenti individwali;
- iii. jadotta u jaħdem għall-implimentazzjoni tal-pjan ta' żvilupp tal-iskola;
- iv. jippjana, jipprepara, jagħti u jevalwa l-lezzjonijiet;
- v. jagħti x-xogħol, jikkoreġi u jagħti l-marki lix-xogħol tal-istudenti, permezz tal-pjattaforma diġitali tal-MAVC;
- vi. jassessja, jirrekordja u jirraporta dwar l-iżvilupp, il-progress, il-kisbiet u l-abbiltà tal-istudenti tiegħu, u jipprovdi feedback kemm bil-miktub kif ukoll bil-fomm;
- vii. jagħmel moniteraġġ tal-attendenza tal-istudenti li jieħu hsieb;
- viii. jipprovdi gwida u pariri lill-istudenti dwar il-kisbiet edukattivi ulterjuri tagħhom u opportunitajiet entraprenjali;
- ix. jirrifletti fuq l-istrategiji personali ta' taġħlim, metodoloġiji u programm/i marbuta mad-deskrizzjoni tal-korsijiet u l-linji gwida tal-MFHEA;
- x. jikkomunika, jikkonsulta, jikkoopera mal-membri l-oħra tal-kommunita' tal-iskola u stakeholders rilevanti;
- xi. jassigura standards għoljin tal-prattiċi professjonali u kwalità tat-taġħlim billi jipparteċipa f'attivitajiet reċiproċi ta' peer review u jimxi fuq il-gwida mogħtija waqt il-viżiti ta' support tal-klassi magħmula mit-tmexxija tal-iskola;
- xii. jipparteċipa f'opportunitajiet ta' taħriġ professjonali kontinwu (CPD), laqgħat ta' staff development u f' eżerċizzji ta' action research;
- xiii. isegwi mal-Politika tal-Assigurazzjoni tal-Kwalità tal-Iskejjel;
- xiv. jipparteċipa f'laqgħat kontinwi tal-istaff, gruppi jew oħrajn, u/jew opportunitajiet ta' taħriġ kemm lokalment kif ukoll barra mill-pajjiż, biex iżomm ruħu aġġornat dwar l-iżviluppi fl-edukazzjoni, partikolarment b'rabta maċ-ċiklu u /jew qasam rispettiv, inklużi iżda mhux limitati għal kurrikulu, pedagogija, assessment, reġistrazzjoni u rappurtar ta' taġħlim, kontenut u żvilupp tal-istudenti differenti;
- xv. jorganizza/ jikkoordina/ jipproduċi u/jew jagħmel marketing tal-wirjiet, esebizzjonijiet u avventmenti/attivitajiet/proġetti edukattivi oħra bħala parti mill-programmi edukattivi offruti mill-MAVC;
- xvi. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xvii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Aktar dettalji jistgħu jinkisbu mill-websajt: <http://mikielantonvassallicollege.gov.mt> / jew ikkuntattja lill-Kulleġġ Mikiel Anton Vassalli fuq e-mail: mavassalli.college@ilearn.edu.mt.

Annex A

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



MINISTRY FOR EDUCATION AND SPORT

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of a Part-time Educator for the Mikiel Anton Vassalli College include:

- i. teaches and educates learners according to guidelines provided by the MFHEA and the competent education authorities;
- ii. teaches and educates learners according to the course learning outcomes, abilities and potential of the individual learners;
- iii. adopts and works towards the implementation of the school development plan;
- iv. plans, prepares, delivers and evaluates lessons;
- v. assigns work, corrects and marks work carried out by the learners using the MAVC digital platform;
- vi. assesses, records and reports on the development, progress, attainment and aptitude of one's learners, and provides feedback both in written and verbal forms;
- vii. monitors the attendance of students under one's care;
- viii. provides guidance and advice to learners on their higher educational achievements and entrepreneurial opportunities;
- ix. reflects on one's own teaching and learning strategies, methodologies and programme/s in line with the course description and MFHEA guidelines;
- x. communicates, consults and co-operates with other members of the school community and the relevant stakeholders;
- xi. ensures high standards of professional practice and quality of teaching and learning as participates in reciprocal peer review and follows guidance given during class support visits carried out by the school leadership team;
- xii. participates in continuous professional development (CPD) opportunities, staff development meetings and takes part in action research exercises;
- xiii. adheres to the School Quality Assurance Policy;
- xiv. participates in in on-going staff, group or other meetings and/or training opportunities both locally and abroad, to keep abreast of developments in education, particularly in relation to the respective cycle and/or area, including but not limited to curriculum, pedagogy, assessment, recording and reporting of learning, content and diverse learner development;
- xv. organises/ coordinates/ produces and/or marketing of performances, exhibitions and other educational events/activities/projects as part of the educational programmes offered by the MAVC;
- xvi. undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xvii. any other duties as directed by the Principal Permanent Secretary.

Further details may be obtained from the website: <http://mikielantonvassallicollege.gov.mt> / or contact Mikiel Anton Vassalli College on e-mail: mavassalli.college@ilearn.edu.mt.