Anness A

Ministeru	Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR)
L-impjieg	Edukatur għall-Adulti fuq Bażi Part-Time

MINISTERU GĦALL-EDUKAZZJONI, L-ISPORT, IŻ-ŻGĦAŻAGĦ, IR-RIĊERKA U L-INNOVAZZJONI

TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

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

i. jgħallem is-suġġett/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' tagħlim 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 ħdan id-Direttorat;

v. jikkontribwixxi għall-iżvilupp tal-korsijiet billi jaħdem qrib l-Uffiċjal Edukattiv u l-Koordinatur għall-Edukazzjoni għall-Adulti fl-iżvilupp tar-riżultati ta' tagħlim tal-kors, tar-riżorsi u tal-għodda ta' assessjar;

vi. jaħdem mill-qrib tal-Uffiċjal Edukattiv u l-Koordinatur għall-Edukazzjoni għall-Adulti sabiex jiżviluppaw u jimplimentaw mezzi effettivi li jimmotivaw u jgħinu lill-adulti biex ikomplu jitgħallmu tul ħajjithom;

vii. jassisti lill-Uffiċjal Edukattiv 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-tagħlim ta' korsijiet simili sabiex jinstabu mezzi effetivi 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 ħtiġijiet ta' tagħlim tagħhom;

    iii. jiżgura standardizzazzjoni u assigurazzjoni ta'kwalita' fit-tagħlim;

xi. jgħin lill-adulti li qed jitgħallmu fil-proċess tal-vjaġġ tagħhom ta' tagħlim tul il-ħajja sabiex jibbenifikaw sew huma bħala individwi u b'mod kollettiv bħala ċittadini;

xii. jieħu ħsieb li tagħmir disponibbli fl-iskola/ċentru jinżamm fi stat tajjeb;

xiii. jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti 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 2397 jew tikkuntatja lid-DRLE fuq l-e-mail: lifelonglearning@gov.mt

Annex A

Ministry	Ministry for Education, Sport, Youth, Research and Innovation (MEYR)
Job title	Part-Time Adult Educator

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

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 Education Officer and Adult Education Coordinator in developing the learning outcomes of the course, resources and assessment tools;

vi. works closely with the Education Officer and Adult Education Coordinator in developing and implementing effective approaches to motivate and support adults to become lifelong learners;

vii. assists Education Officer 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 2397 or contact DRLE by e-mail: lifelonglearning@gov.mt