

Date: **October 2022**
Post Title: **Nwar Tutor – Job Description**
Agency: **National Literacy Agency (NLA)**
Responsible to: **Chief Executive Officer**

Accountability

The post-holder shall be accountable to the CEO of the National Literacy Agency and/or his/her delegate.

Roles and Responsibilities

Under the guidance of the CEO and/or his/her delegate, the post-holder shall fulfil the following roles and responsibilities in the context of a family literacy support service at national level targeting students and their parents/guardians:

1. Assist in the running of the Nwar service;
2. Plan and deliver face-to-face and/or online and/or blended sessions for service users using the multi-sensory balanced literacy approach selected by the programme;
3. With the support of the Nwar Administrator, effectively adapt sessions and resources to the needs of individual students in accordance with Core Competence Checklist, IEPs, and/ or other educational assessments or as otherwise indicated by the Nwar Administrator and/or his/her delegate;
4. Establish a caring and nurturing relationship with service users who participate in Nwar service provision;
5. Create a welcoming environment for parents/guardians and involve them in their child's learning process;
6. Be flexible and innovative in adapting differentiated teaching methodologies;
7. Effectively make use of educational games and activities to reach wider educational objectives;
8. Process each session and prepare for following sessions utilising the learning template as and when necessary;
9. Assist the Nwar Administrator in the development and maintenance of student profiles, portfolios and IEPs as and when necessary;
10. Actively include volunteers and/or observers in the sessions;
11. Respect and practise confidentiality at all times;
12. Actively participate in training activities and team meetings;
13. Together with the Nwar Administrator assist in programme development and review;
14. Keep abreast of policies and research related to literacy;
15. Ensure that National Literacy Agency's (NLA) equal opportunities and standards are integrated into all aspects of the service;
16. Undertake first line child protection measures, reporting areas of concern to the CEO and/or his/her delegate;
17. Child protection: To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Directorate for Educational Services;
18. Dress appropriately according to dress code policy provided by the Agency;
19. Participate in performance assessment sessions on the basis of which one's further involvement is determined.

Eligibility criteria:

- A recognised teaching degree at MQF Level 6 or equivalent or higher, OR a Diploma in Facilitating Inclusive Education at MQF Level 5 (60 ECTS/ECVET), or equivalent or higher; AND
- Successful completion of the IfE Foundations of a Family Literacy Intervention Programme (Award)*. Successful completion of the Nwar Training Course or DQSE Basic Skills Training Certificate or Diploma in Literacy or equivalent or higher is also accepted, but upskilling may be required; AND

- A minimum of 3 years' experience in the related field; AND
- Fluency in written and spoken Maltese and English, preferably evidenced by means of MQF Level 3 in Maltese and English [SEC (Grade 1 to 5) or GCE Ordinary Level (Grade A to C)], or equivalent or higher.

* Applications from candidates who are currently enrolled in the IfE Foundations of a Family Literacy Intervention Programme (Award) will also be considered.

Experience required:

- Familiarity with the multi-sensory balanced literacy approach utilised in the Nwar Programme;
- Familiarity with the application of differentiated teaching methodologies;
- Familiarity with the use of Microsoft Teams or similar for the delivery of online sessions;
- Experience in the implementation of literacy strategies for at-risk students and/or Writing Process methodology will be considered an asset;
- Previous experience of working with parents/guardians will also be considered an asset.

Qualities of an Nwar tutor:

- A clear educational vision in line with the aims of the NCF, the National Literacy Strategy and the ethos of the Agency;
- Ability and readiness to work in partnership with parents/guardians;
- Sensitive to the needs of service users (children and parents/guardians);
- Be patient, compassionate and understanding;
- Ability to work independently and as a team member;
- Good interpersonal skills;
- Highly motivated to work in this area.

Selection Process:

The NLA will interview and choose applicants in the following order:

- I. Qualified teachers who fulfil the eligibility criteria above;
- II. Qualified LSEs who fulfil the eligibility criteria above.

Supervision Received:

- The post-holder shall be accountable to the CEO and/or her/his delegate.
- The post-holder will be expected to work without constant supervision however support and supervision will be given by the on-site Nwar Administrator.

Terms and Conditions:

- The hourly rate for tutors shall be of €12.16 per hour which shall be adjusted with COLA for each consecutive year. The hourly rate for the off-site preparation time shall be of €8.93 per hour which shall be adjusted with COLA for each consecutive year.
- For each one (1) hour of teaching, tutors shall be awarded two (2) hours of off-site preparation time out of which 45 minutes shall be to attend before the start of the lesson. The rates are inclusive and cover all expenses incurred by the tutors such as transport expenses and material expenses which may be prepared by the tutors from time to time.
- Tutors must be available to work a minimum of twice a week throughout each scholastic year (5.5 hours per week);
- Willingness to be flexible to meet the demands of the role.

The National Literacy Agency is committed to the active promotion of Equal Opportunities as an employer and in the provision of services to the community.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.