

## FIRST LETTER CIRCULAR

### Information Meeting and Call for Applications for Teachers - SEC Preventive Classes

(September 2019 Resits)

as part of the ESF.01.002 – Youth Guarantee 2.0.

In the framework of the Youth Guarantee scheme, and in relation to the **Preventive Classes** for those students who will be sitting for the **SEC resit examinations in September 2019**, the Youth Guarantee Office will be holding an *information meeting for teachers of Biology, Physics, English, Maltese and Mathematics*, or Heads of Department who would be interested in delivering those Preventive Classes.

### INFORMATION MEETING

If you are interested in attending an information meeting regarding the Youth Guarantee SEC Preventive Classes 2019, **kindly fill out this form:** <https://goo.gl/forms/1MVPuAKzW5FeulzP2>

- As per previous years, the purpose of this information meeting is to provide a general overview.
- While all teachers are welcome, we highly encourage new teachers to attend.
- Should the information meeting be taking place (**mid-April**), we will send more information to the email address provided in the form.

### APPLICATION PROCESS

Please note:

1. The form will be launched on **Monday 6<sup>th</sup> May at 16:00 (4 pm)** and closed on **Friday 17<sup>th</sup> May at noon (12:00 pm)**. Kindly click the following link to access the online application form: <https://goo.gl/RzeBHU>
2. Once the application form is submitted, you will receive a **confirmation email** on the email address provided in the application form. Please read it carefully, and deliver the required documentation as follows:



## REQUIRED DOCUMENTATION

<b>1. Warrant</b>	
<b>2. CV</b>	
<b>3. LETTER FROM THE HEAD OF SCHOOL (original and signed in blue)</b>	<p>The letter from the Head should:</p> <ol style="list-style-type: none"> <li>Specify the <b>total number of teaching years</b> (e.g. Jane has been teaching for five years).</li> <li>Confirm that the <b>teacher has experience teaching the subject applied for</b> (e.g. I confirm Jane has been teaching Biology for the past two years).</li> </ol>

*\*Teachers currently teaching Applied Science at middle/secondary school levels are eligible to give Biology preventive classes, only if they have past experience teaching Biology at secondary level (included in CV). The experience specified in the letter from the Head of School shall refer to the science subject they are currently teaching.*

### Delivery Information

- For teachers based in Malta:**  
 Youth Guarantee, Room 327 (Level 2) at the Ministry for Education and Employment, Great Siege Road, Floriana, VLT 2000  
*(Delivery hours: Monday to Friday: 10 am – noon, 2 – 4 pm).*
- For teachers based in Gozo:**  
 Mr. Kenny Grima, Jobsplus Office - Gozo Services,  
 Sir Arturo Mercieca Street, Victoria, Gozo  
*(Delivery hours: Monday to Thursday: 10 am – noon, 2 – 4 pm, Friday: 10 am – noon).*

All documents have to be delivered between **Monday 6<sup>th</sup> May and Friday 17<sup>th</sup> May at 16:00 (4 pm).**



## **SELECTION CRITERIA**

Teachers will be ranked according to the following three criteria:

1. *Time of application*
2. *Total number of teaching years*
3. *Previous experience working on the SEC Preventive Classes Project (total number of years).*

## **DETAILS ABOUT THE SEC PREVENTIVE CLASSES**

- The Preventive classes will take place in the subjects referred to above (Biology, Physics, English, Maltese, and Mathematics) with class sizes being limited to **fifteen (15) registered students**.
- Each group will receive a minimum of **six (6) hours** tuition per subject, per week along **five (5) weeks**.
- Teachers will be remunerated at the rate of **€12.00 for every hour of work**. Note: For every hour of contact time, teachers will be remunerated for an equivalent amount of preparation/correction time.
- Teachers or Heads of Department from the State and Non-State sectors who are *qualified, warranted, and are currently teaching Biology/ Physics/ English/ Maltese/ Mathematics* are also eligible to apply.
- The selected candidates are ranked according to our selection criteria.
- The number of candidates chosen will depend on student demand, the subject taught, ranking, and availability.
- In absence of a sufficient number of teachers committing themselves to deliver revision lessons to at least one group, Jobsplus will be outsourcing the project to the private sector.
- The Preventive Classes will be delivered between the **last week of July 2019 until the end of August 2019 (circa five weeks)**, depending on when the May SEC results will be published.



## Duties and Responsibilities

The duties of the teachers include:

- (a) Teaching and providing *English, and/or Maltese, and/or Mathematics and/or Physics and/or Biology* revision lessons to students in preparation for the September 2019 SEC examination sessions in the relevant subject/s.
- (b) Recording the *daily attendance of the students* in the classes assigned to him/her.
- (c) Caring for equipment available in the school/centre.
- (d) Performing any other duties assigned by the Permanent Secretary (MEDE) and/or their representative.

Should you need help or more information, kindly call **2598 1161/2/4**, email [revisionclasses.mede@gov.mt](mailto:revisionclasses.mede@gov.mt) or visit the links below:

Website: [www.youthguarantee.edu.mt](http://www.youthguarantee.edu.mt)

Facebook: [www.facebook.com/youthguaranteemalta/](https://www.facebook.com/youthguaranteemalta/)

Twitter: [www.twitter.com/YGMalta](https://www.twitter.com/YGMalta)

