Call for Applications

Teaching Associate to Lecture English for the Foundation and Pre-Foundation Programmes

Applications are invited for a Teaching Associate to lecture in English for the Foundation and Pre-Foundation Programmes of the University of Malta. The appointment will be offered on a definite contract basis of one year with the possibility or renewal commencing on 3rd October 2016.

The appointee will be required to contribute primarily to teaching and administrative duties within the Foundation and Pre-Foundation Programmes of the University of Malta, for 25 hours per week during Semester 1 and 2. The appointee must be available to teach between 8.00a.m. and 5p.m. from Monday to Friday.

Applicants will normally be required to have a first degree in a relevant discipline, DELTA (Diploma in English Language Teaching to Adults) or equivalent, and a minimum of five years relevant teaching experience (including beginner to advanced and IELTS preparation) with students from diverse backgrounds. Experience of working with adults, particularly students from the Gulf States, will be considered an asset.

Applicants should submit their letter of application by e-mail to recruitment.hrmd@um.edu.mt together with their curriculum vitae, certificates and e-mails of three referees.

Applications should be received by Friday, 12th August 2016.

Late applications will not be considered.

Further information may be obtained from the Office for Human Resources Management and Development, Administration Building, Room 214, or from the website: http://www.um.edu.mt/hrmd/vacancies.

Office of the University,
Msida, 29th July 2016
Further Information

The primary aim of the year-long Foundation Programme is to provide international students with the knowledge base, linguistic competence and transferable skills to allow them to progress successfully onto the University of Malta’s undergraduate courses. The Programme offers specific training and support in those core areas where these students traditionally require further assistance. The Programme is designed to engage and stimulate whilst giving the appropriate support needed to move from a fully structured educational environment (in high school) to the attitudes, knowledge and skills required of a degree student at the University of Malta.

The Foundation Programme focuses on the fundamentals of medical and engineering sciences as well as humanities and commerce as relevant to future degree students. They are also provided with the technical language and communication skills to facilitate effective learning during their future academic education.

The Pre-Foundation Programme is a year-long course designed to provide students with IELTS exam preparation as well as the relevant academic skills to be able to progress successfully to the Foundation Programme.

Besides teaching by means of lectures, seminars and tutorials, the duties which the appointee will be expected to perform within the Foundation and Pre-Foundation Programmes are:

a. **Teaching of English** including General English, IELTS preparation, Medical and Technical English as well as English for Special Purposes;

b. Attending academic meetings during which the appointee will be expected to provide information and feedback related to the academic and psycho-social progress of students;

c. Participating in the administration of the Foundation and Pre-Foundation Programmes as may be required or delegated by the Director of Studies;

d. Promoting students in their academic and personal welfare;

e. Organising and participating in seminars and/or conferences as required;

f. Preparing course material and using the University of Malta’s VLE (Moodle) to interact with students;

g. Coordinating continuous assessment of students by preparing formative tests and providing detailed feedback to students;

h. Participating in Board of Examiners’ meetings and setting and marking summative examination papers within established time-frames;

i. Identifying students who are encountering difficulties and providing additional support as needed

j. Being available for consultation with students;

k. Preparing academic reports regarding student progress and attendance.

The appointee is expected to work:

a. Twenty five (25) hours per week during each semester

b. at such places and during such hours as may be determined by the University authorities.

The Selection Process

a. The scrutiny of qualifications and experience claimed and supported by testimonials and/or certificates (copies to be included with the application).

b. Short-listing of candidates.

c. An invitation to short-listed candidates to a Selection Board interview.

The selection process will follow the document “Guidelines for Members of Selection Boards in the Recruitment of Administrative, Technical and Industrial Staff” ([http://www.um.edu.mt/hrmd/services/recruitment](http://www.um.edu.mt/hrmd/services/recruitment)).

In accordance with the guidelines, members of the Selection Board will establish the following selection criteria for the selection process:

i) Relevant academic qualifications

ii) Relevant work experience

iii) Aptitude and suitability; and

iv) Performance in interview
Call for Applications
Teaching Associate to Lecture English for the Foundation and Pre-Foundation Programmes

The appointment will be subject to the provisions of the Statues, Regulations and Bye-Laws of the University which are now or which may hereafter be in force.

Office of the University,  
Msida, 29th July 2016