



EVENING CLASSES SECTION

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LETTER CIRCULAR

Ref: SSD 4/08

Date: 14th March 2008

To: All Heads of School (State, Church and Independent) & Sections

Subject: Applications – Adult Educators for Evening Courses 2008 / 2009

Call for Applications

Applications are invited from suitably qualified persons to teach one of the following subjects:

**ACADEMIC SUBJECTS AT SECONDARY EDUCATION CERTIFICATE, INTERMEDIATE AND
ADVANCED MATRIC**

Accounting	Environmental Studies	Home Economics	Religious Knowledge
Arabic	Empowerment	Italian	Social Studies
Biology	European Studies	Maltese	Sociology
Business Studies	French	Marketing	Spanish
Chemistry	Geography	Mathematics A & B	Systems of Knowledge
Economics	German	Philosophy	Technical Design
English Language	Graphical Communication	Physics	
Environmental Science	History	Pure/Applied Maths	

IT RELATED SUBJECTS

Computer Awareness	ECDL Core & Advanced	Computer Aided Draughting Design Auto
Computer Studies	Photoshop	CAD 2D (Level 2 & 3) & 3D

OTHER SUBJECTS

* Aerobics/Keep Fit (Males and Females)	Embroidery	Medieval Arms & Armour reproduction
Aikido	* First Aid	* Painting on glass with silver paper
Art	* Flower Arranging	Paper Craft
* Ballroom Dancing	Furniture Making	* Parchment Craft
Bavarian Monastery	Furniture Restoration	Recycling Craft (Creative)
* Beauty Care	Gilding	Ribbon work
* Beading Techniques	Gold Embroidery	
* Cookery and Nutrition	Gold and Silversmithing	* Sequence and Line Dancing
Crochet / Knitting	Heritage Appreciation	* Sign Language (Maltese)
* Craft Course (Beading)	How to set up a business	* Self Defence
Chess	* Ju-Jitsu (Self Defence)	Stone Carving - Wood Sculpture
Cottage Craft	Lace Making	Tatting
* Curtain Making and Soft Furnishings	Ladies' and Men's Clothing	Thread Filigree (Ganutell)
Drama	Craft	Upholstery
	Lip Reading	Weaving
	Macrame'	
Dresscutting (Ladies)	Monastery Work	Woodwork

*** Short courses - 14 week duration**

Courses will commence in October and terminate by the end of May. Those courses which are leading students to certain examinations (City & Guilds, etc.) will terminate with the holding of the examination.

* Courses marked with an asterisk will be of a short duration (14 sessions) but may be held throughout the year.

As a general rule, lessons are held twice a week for each subject.

Each session is of 1½ hour duration. However this may vary according to the subject taught. All lessons will generally be held after 5.00 p.m.

Ideally the Evening Courses Time-Table will run on a pattern which would enable students to attend for more than one subject during the week.

Teaching Grades will be asked to indicate on the application form the days of the week they may be committed to teach. Selected teachers will be expected to sign a commitment form.

The hourly rate of remuneration is €11.65 per hour.

Application Procedure:

Qualified persons may apply to be considered by filling in the attached form (Form AE 01).

Teachers who were involved in Evening Courses in previous years are kindly asked to re-apply if they wish to be considered for re-engagement.

Applications, endorsed by the Head of School, are to reach:

***The Director Student Services
Attn. Mr. Albert Genovese
Room 320
Directorate for Educational Services
Floriana VLT 2000***

by not later than *Friday 18th April 2008.*

Gozitan applicants are to address their application to Mr. Joe Grima, Officer i/c Adult & Evening Courses, Education Office, Gozo.

Late applications will not be considered.

The Department's decision in the selection of teachers will be final.

A meeting for selected teachers will be held before the commencement of courses.

The services of selected candidates may be terminated at the discretion of the Director Student Services.

**George Borg
Director
Student Services**

APPLICATION FORM (FORM AE 01)
ADULT EDUCATORS FOR ADULT & EVENING COURSES 2008/2009

FULL NAME IN BLOCK LETTERS _____

N.I. NUMBER _____ I.D. CARD NO. _____ DOB: _____

ADDRESS _____

TEACHER'S WARRANT NO. _____ PAYLIST NO. _____ MOBILE NO. _____

HOME TEL. NO. _____ SCHOOL / OFFICE TEL NO. _____

PRESENT POST _____ DATE OF APPOINTMENT _____

DAY SCHOOL / OFFICE _____

SUBJECTS OFFERED FOR EVENING COURSES AND TO WHAT LEVEL

<u>SUBJECT</u>	<u>LEVEL (Ordinary, Intermediate, Advanced)</u>
_____	_____
_____	_____

QUALIFICATIONS AND TEACHING EXPERIENCE IN THE SUBJECT/S OFFERED

COMMITMENT

Teachers selected to teach Evening Courses will be expected to abide by their commitment. Lessons are held twice a week for each subject.

Please indicate below which days you will be available to teach by circling your option.

(Applicants may opt for all four.)

MONDAY & THURSDAY

TUESDAY & FRIDAY

Indicate also whether you may be ready to give lessons on Wednesday and/or Saturday by circling your option :

WEDNESDAY

SATURDAY

DATE _____

SIGNATURE _____

HEAD OF SCHOOL _____

SCHOOL STAMP

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