

CALL FOR EXPRESSION OF INTEREST FOR THE PROVISION OF SYMBOL LITERACY SESSIONS

Expression of Interest Reference No. 26-255

1. Introduction

The National Literacy Agency (NLA) invites suitably qualified individuals to express their interest in providing services as Resource Leader, Symbol Literacy, for the scholastic year 2026-2027, with possible renewals for other scholastic years according to the operational requirements of the Agency and the performance of the Service Provider.

The selected Service Provider shall support the implementation of Symbol Literacy programmes and initiatives aimed at enhancing children's literacy development through the arts and symbol-based learning approaches.

2. Scope of Services

The selected Service Provider shall be required to:

- assist and lead Symbol Literacy activities for children between the ages of 4 and 11;
- collaborate with the University of Malta's Symbol Literacy Project Leader (Faculty of Education) and other partners on Symbol Literacy initiatives, including the Class Without Walls Project;
- promote and schedule literacy activities with schools, ensuring effective communication and booking arrangements;
- liaise with School Management Teams (SMTs), educators and heritage or cultural entities to prepare, organise and deliver activities;
- set up, manage and supervise resources and equipment required for activities;
- document activities through photography and reporting;
- maintain professional interactions with educators, pupils, school staff and other stakeholders;
- contribute to the development and production of educational plans, manuals and learning resources;
- ensure a safe and secure environment for participants during all activities;
- supervise and secure areas and equipment used during activities;
- maintain accurate records, profiles and statistics as required;
- participate in training and professional development activities;
- prepare and submit accurate reports as directed by the Chief Executive Officer and/or his/her delegate.

3. Duration and Conditions of Service

The selected Service Provider may be engaged on a contract-for-service basis according to the operational requirements of the National Literacy Agency.

The services shall be provided on a part-time basis with a **maximum average commitment of twenty (20) hours per week**.

The selected Service Provider:

- must be available **during school hours**;
- must demonstrate flexibility to meet the operational requirements of the service;
- shall be remunerated for both contact time and preparation time;
- shall keep an accurate record of hours worked using the timesheet and reporting systems prescribed by the Agency; and
- shall submit records of work, including a brief description of tasks completed, as directed by management.

4. Remuneration

The rate of remuneration shall be **€14.82 per hour exclusive of VAT**. This rate shall be subject to annual cost of living increases applicable according to the Agency's salary structure.

Payment shall be effected upon submission and approval of the relevant timesheet and fiscal documentation as required by law.

The quoted rate shall be deemed to be all-inclusive and shall cover any expenses incurred in the provision of the service.

5. Eligibility Requirements

Applicants must, by the closing date for submissions, be in possession of:

- (a) A recognised qualification at MQF Level 6 or higher in: Education, or Philosophy, or Psychology, or Communication Studies, or Theatre Studies, or Performing Arts, or Visual Arts; **and**
- (b) Fluency in written and spoken Maltese and English, evidenced by certification at MQF Level 3 (SEC Grades 1 to 5 or equivalent) or higher.

Qualifications at MQF Level 6 or higher in other fields may be considered where accompanied by a written justification demonstrating relevance to the role. The final determination regarding relevance shall rest with the evaluation board.

6. Selection Considerations

Preference shall be given to applicants who demonstrate:

- a passion for the arts;
- experience working with children;

- a sound understanding of the National Curriculum Framework and the Learning Outcomes Framework;

The Agency reserves the right to invite shortlisted applicants for an interview.

7. Child Protection and Equal Opportunities

The National Literacy Agency operates a zero-tolerance policy towards any form of child abuse. Engagement is subject to satisfactory clearance under the Protection of Minors framework and any other safeguarding requirements established by law.

The National Literacy Agency is committed to promoting equality of opportunity both as a service provider and as an engager of personnel.

8. Validity of Expression of Interest

This Expression of Interest shall remain valid for a period of three (3) years from the date of issue. The Agency reserves the right to engage Service Providers according to operational requirements during this period.

9. Submission of Applications

Interested persons are to submit:

- a letter expressing interest;
- the police conduct certificate;
- a Europass Curriculum Vitae;
- copies of relevant qualifications and certificates; and
- supporting documentation relating to relevant experience.

Applications are to be submitted electronically to nlarecruitment@ilearn.edu.mt by not later than **Friday 23rd October 2026, at noon**. An electronic acknowledgement shall be issued upon receipt of the submission.

For further information, applicants may contact the National Literacy Agency through the email address provided above or by phone on 2598 3325.