



MEDE 651/2016

HR Circular No. 34/2016

Ministry for Education and Employment
Education Building
Great Siege Road
Floriana

Data: **16th September 2016**

To: Directors
College Principals
Heads of School
Teachers
Learning Support Assistants II

**POST OF INCLUSIVE EDUCATION COORDINATOR (INCO) WITHIN THE
MINISTRY FOR EDUCATION AND EMPLOYMENT**

(as per Ministry's HR Plan for the year 2016)

**In accordance with clause 3.1 of the current Collective Agreement, nomenclatures denoting the male gender include also the female gender.*

1.0 Introduction

1.1 The Permanent Secretary, Ministry for Education and Employment, invites applications from public officers within the Public Service for the post of Inclusive Education Coordinator (INCO) within the Ministry for Education and Employment (MEDE). Public Officers in the Malta Public Service who are on secondment/on loan/detailed with/deployed with/on attachment to Public Sector Organisations may also apply.

2.0 Terms and Conditions

2.1 The salary for the post of INCO is Salary Scale 7, which in 2016 is €22,043.98 per annum rising by annual increment of €531.17 to a maximum of €25,231.00.

3.0 Duties and Responsibilities

3.1 The duties and responsibilities of an INCO shall include the following:

- Participating in the development of a College-wide Inclusion policy and in collaboration with the College Principal, the senior management team (SMT)

of the school, school staff, learners and parents;

- Ensuring the effective implementation and monitoring of this policy and related actions so as to ensure equitable access to a relevant curriculum for learners with Individual Educational Needs (IENs);
- Overseeing the formulation, implementation and review of IEPs for learners with IENs;
- Ensuring the co-ordination of the provision of access arrangements for learners with IENs;
- Adopting and working towards the implementation of the school development plan of the particular school/s they are giving service in;
- Compiling, accessing and regularly monitoring the records of learners with IENs;
- Advising the Senior Management Team (SMT) on the procurement and management of IEN resources in schools and monitoring their utilisation;
- Ensuring that Individual Transition Programmes (ITP) are implemented before transition from one school to another or from one sector to another and participating in the development of such programmes, including school-to-work ITPs where applicable;
- Coordinating all staff assigned to learners with IENs;
- Liaising with feeder and receiver schools;
- Facilitating links between Colleges, Learning Centres, Resource Centres and other specialised services through networking activities;
- Mentoring and supporting other teachers/learning support assistants in their speciality;
- Ensuring that learners with IENs are encouraged to develop functional skills and where possible to begin taking responsibility of their own learning and enhancing their independent skills;
- Liaising with and providing technical advice to colleagues in schools and other professionals, including the College and school multi-disciplinary team, who are in contact with learners with IENs;
- Under the direction of the Director Student Services and/or his/her delegate, relative College Principal and Head of School, liaising with external agencies involved in supporting learners with IENs;
- Coordinating professional development opportunities for colleagues and participating in CPDs;

- Liaising with, guiding and collaborating with parents/guardians of learners with IENs;
- Encouraging participation in EU projects and other projects in accordance with the SDP targets and as agreed with the Senior Management Team;
- Carrying out any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

3.2 An INCO may be deployed on duties and responsibilities in more than one College/Resource Centre or at the National Centres, offices or other set-ups responsible for inclusive and special education managed by the Education Authorities.

4.0 Eligibility Requirements

4.1 By the closing time and date of the call for applications, applicants must be **Public Officers in the grade of:**

(a) Teachers who:

- (i) are in possession of a recognised qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Inclusive Education or a related area, or a recognised qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in Inclusive Education or a related area; **AND**
- (ii) have not less than ten (10) scholastic years teaching experience in a licensed school, or in an educational institution established under the Education Act (Cap. 327) or any other law regulating the education sector in Malta, of which at least the last five (5) years must be experience accrued in a State School; **OR**

(b) Learning Support Assistants II (LSA II) who:

- (i) are in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Inclusive Education or a related area in the field of education for students with a disability; **AND**
- (ii) are in possession of a recognised qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Inclusive Education or a related area, or a recognised qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in Inclusive Education or a related area; **AND**

- (iii) have not less than fifteen (15) certified scholastic years experience performing learning support assistant duties in a licensed school, or in an educational institution established under the Education Act (Cap. 327) or any other law regulating the education sector in Malta.

Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question by the closing time and date of the call for applications.

- 4.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 4.1, have proven relevant work experience.
- 4.3 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

5.0 Submission of Supporting Documentation

- 5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.
- 5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

6.0 Selection Procedure

- 6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is **200** and the pass mark is **100**. The Assessment Criteria can be accessed on <https://education.gov.mt/en/Pages/vacancies.aspx>.
- 6.2 A notification of results published can be accessed on: <https://education.gov.mt/vacancies/Pages/Published%20Results.aspx>.

7.0 Submission of Applications

- 7.1 Applications, together with an updated Service and Leave Record Form (GP 47) in the case of Public Officers, and a summary of qualifications and experience in the European Curriculum Vitae Format are to be submitted through the Online Education Recruitment Portal **ONLY** at the following address: <https://edurecruitment.gov.mt> by not later than **(Central European Time) noon of Monday, 3rd October 2016**. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully.

- 7.2 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. MEDE cannot be held responsible for any delay due to such difficulties.
- 7.3 MEDE employees only excluding entities, are to apply for the GP 47 by sending an e-mail to records.mede@gov.mt, indicating clearly the applicant's full name & surname, ID number, Grade, telephone numbers & residential address together with the reference of the said call applied for. A copy will be sent to the applicant and the original will be sent to the selection board.
- 7.4 Further details concerning the submission of applications are contained in the general provisions referred to below.

8.0 Other General Provisions

- 8.1 Other general provisions concerning this call for applications, with particular reference to:
- the probationary period and other conditions;
 - reasonable accommodation for registered persons with disability;
 - submission of recognition statements in respect of qualifications;
 - publication of the results;
 - the process for the submission of petitions concerning the result;
 - access to application forms and related details;
 - retention of documents;

may be viewed by accessing the website of the Public Administration HR Office at the address

<http://opm.gov.mt/en/PAHRO/RESOURCING/Pages/Forms%20and%20Templates/Forms-and-Templates.aspx> or may be obtained from the Customer Care Office, Great Siege Road, Floriana VLT 2000, or the Education Office, Fortunato Mizzi Street, Victoria, Gozo VCT 2000. These general provisions are to be regarded as an integral part of this call for applications.

For the purpose of paragraph 6.2 of the General Provisions of this call for applications, the fax number is +356 2598 2120.

Joseph Caruana
Permanent Secretary
Ministry for Education and Employment