LETTER CIRCULAR

Information: ✓  Action Required: ✓

Ref: HR/81/2013  Date: 23rd May 2013

From: Directorate for Educational Services (DES)

To: Directors, College Principals and Heads of School/Section (State Only)

Subject: Internal Call for Applications to perform duties as a Teacher within the Secondary Learning Support Centres for 2013 to 2016

Directors, College Principals and Heads of School/Section are kindly requested to ensure that this circular is brought to the attention of ALL teaching staff, including those on any sort of leave. It is strongly recommended that all teaching staff are informed through their iLearn e-mail account since this is considered the official e-mail address.

“In accordance with clause 3.1(1) of the current Collective Agreement, nomenclatures importing the male gender include also the female gender”.

Introduction

1.1 The Directorate for Educational Services (DES) is inviting applications from public officers in the grade of a Teacher/Instructor to perform duties as a Teacher within the Secondary Learning Support Centres in State Colleges for the period September 2013 to August 2016.

1.2 Those already performing such duties and who wish to continue providing this service, need to:

- apply if they are serving on acting basis;
- re-apply if their term as per call under which they are serving is due to expire by the end of this scholastic year;
- apply, if engaged to perform these duties not through an internal call.
Eligibility Criteria

2.1 Applicants must have a minimum of three (3) scholastic years teaching experience in any of the subjects offered at secondary level.

Duties and Responsibilities

3.1 The duties and responsibilities of the selected candidate shall include:

- performing all the duties of a teacher (see: Job Descriptions Handbook, July 2007);
- having a disposition to work towards promoting good behaviour and discipline national policy in Colleges;
- be willing to work in teams with students with challenging behaviour;
- working with students on basic skills;
- teaching and be responsible for the development and co-ordination of a specific subject across the full age and ability range, with reference to the national curriculum and programmes of study;
- preparing school reports in line with statutory requirements for reporting to parents/carers and completing and updating student’s profiles;
- supporting whole-school approaches to the fostering of good behaviour;
- being able to motivate colleagues and pupils through a positive and professional attitude;
- being committed to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service;
- being able to form and maintain appropriate relationships and personal boundaries with children and young people;
- in the context of such approaches, setting up / strengthening, operating, and reviewing the LSC as required;
- assisting in the assessment of students who are likely to benefit from participation in LSC;
- drawing up, or participating in the drawing up of, individual learning/behaviour programmes as necessary;
- liaising with class / subject teachers and SMT within the same primary / secondary school to ensure effective transition;
- performing duties related to the reintegration of students in the LSC and in the mainstream schools as deemed necessary by the manager of the centre;
- assisting in the provision of training to teachers and other educators in the area of behaviour difficulties;
- assisting in the support and training of the parents and families of students in LSC;
- liaising with other relevant service providers, including primary / secondary schools, so as to synergies services;
- working effectively as part of a team;
- assisting and supporting other members of staff to ensure the smooth running of the LSC, including involvement in off-site activities;
- working effectively, creatively and flexibly on one’s own in school contexts;
- using information technology systems as required to carry out the duties of the post in the most efficient and effective manner;
- performing any other duties as requested from time to time by the Directors General DES/DQSE.

**Duration of assignment and conditions**

4.1 A selected candidate may be on a shared arrangement with other schools, and Learning Support Centres according to the exigencies of the service.

4.2 A selected candidate will be obliged to serve the three (3) full scholastic years stipulated by this call for application except for situations deemed by the Directors General DES/DQSE as special circumstances. In such eventuality, the successful candidate may lose the right to revert to the College/school/section where s/he was serving in prior to applying, even if the successful candidate would have only served for a short period of time.

4.3 The services of a selected candidate may, for a justified reason, be suspended/terminated at any time at the discretion of the Director General, DES. In such an eventuality the officer concerned will either perform duties in connection with a related assignment or revert to class/subject teaching and not necessarily at the school/s s/he was last serving in, as the case may be.

**General Provisions**

5.1 A successful candidates may be required to attend courses, locally or abroad, as the DES/DQSE may deem necessary.

5.2 A selected candidate will be eligible to apply for posts/positions (promotions) and will retain progression rights as stipulated in the collective agreement for teaching grades. Service performing duties mentioned above will be considered as teaching experience and consequently the selected candidate will retain all rights of his/her substantive grade.

5.3 A selected candidate is expected to work normal school hours and will not be entitled to any extra remuneration. In fact should a teacher/instructor residing in Gozo be selected, transport expenses or
any other expenses (e.g. overnight stays) will have to be met by the successful candidate. However, should the teacher/instructor be required to perform his/her duties in more than one school/educational institute on the same day, s/he would be entitled to reimbursement as per PSMC 8.2.10 and DGSS Circular 01/2013.

5.4 Applicants have the right to apply for more than one internal call (using a separate application form), but the DES reserves the right:

- to determine the number of teachers needed;
- not to place all successful candidates;
- to offer successful candidates only one vacancy according to the exigencies of the service.

Selection will be made according to the merit list which will remain valid for one (1) scholastic year.

5.5 A selected candidate will be contacted by e-mail through the iLearn e-mail account between 1st July and 15th September 2013. A selected candidate, who is accepting, need not reply. However, if the selected candidate is no longer interested to perform these duties, s/he is required to send an e-mail to: deployment.hr.mede@gov.mt within 48 hours from the date and time of the e-mail.

Submission of recognition statements in respect of qualifications

6.1 With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the Malta Qualifications Council, or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.

6.2 Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the Customer Care, Directorate for Educational Services as soon as it is available and, in any case, by not later than one month from the closing date of the call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control may request an extension of this time limit, up to a further one month, from the Director General DES, indicating clearly the reasons for the delay. Requests for extensions beyond this period are to be submitted for the consideration of the Director General DES.

6.3 Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the Malta Qualifications Council website (www.mqc.gov.mt/mqric). In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC. In such a case the applicant shall be given one month to procure the statement, subject to the possibility of extension as provided for in sub-paragraph (6.2) above.
Selection, publication of merit list and submission of petitions relating to the result

7.1 All eligible applicants will be assessed by a selection board to determine in rank order according to the subject applied for, their suitability to perform these duties. Due consideration will be given to applicants in possession of an appropriate recognised related qualification and/or have proven related experience.

7.2 The merit lists will be published by the Directorate for Educational Services (DES) and exhibited on the notice board of the Customer Care Section, Directorate for Educational Services, Great Siege Road, Floriana or the Education Office, Fortunato Mizzi Street, Victoria, Gozo. A notification of the publication of the merit lists will be duly published by the Human Resources Office by means of a circular.

7.3 An applicant who would like to object to the outcome of the selection process can do so within ten (10) working days from the date of the circular announcing the publication of the merit list by submitting a petition in writing, addressed to the Director General, DES.

Submission of applications

8.1 Qualifications, which were required on entry as teacher/instructor need not be presented with this application or during the interview. Additional related qualifications (accompanied by transcripts in English), participating in voluntary in-service courses and experience claimed must be supported by certificates/documents/testimonials, copies of which are to be attached to the application form. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

8.2 Application forms, the European Curriculum Vitae Format and the application procedures for GP 47 may be downloaded by accessing the following links:
http://www.education.gov.mt/InternalCallForApplications.aspx
http://europass.cedefop.europa.eu
https://www.education.gov.mt/DGSS_GP47.aspx
or obtained in hard copy from the Customer Care Section, Directorate for Educational Services, Great Siege Road, Floriana VLT 2000 or from the Education Office, Victoria, Gozo.

8.3 All applications on the prescribed form endorsed by the Head of School/Section together with a CV and an updated Service and Leave Record Form (GP 47) will be received in the first instance by the Customer Care Section, Directorate for Educational Services, Great Siege Road Floriana VLT 2000 or the Education Office, Victoria, Gozo by not later than 16.00 hrs (4 p.m.) (Central European Time) of Thursday 6th June 2013.

8.4 (a) A receipt will be given at the time of delivery for applications delivered by hand.

(b) Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. These applications will be acknowledged in writing by the Customer Care Section, Directorate for Educational Services, Great Siege Road, Floriana VLT 2000 or the Education Office, Victoria, Gozo within seven (7) days.
8.5 Late applications **will not** be considered.

8.6 Applicants in receipt of a notification to attend for the interview and who are no longer interested or cannot keep the interview should notify the Chairperson of the Interviewing Board in writing.

Joseph Micallef  
Director  
Human Resources (MEDE)