LETTER CIRCULAR

Information: ✓  Action Required: ✓

Ref: HR/82/2013  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 an Officer in Charge of the School of Drama in Gozo for 2013-2014

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 email address.

“In accordance with clause 3.1(l) 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 teachers/instructors to perform duties as an Officer in Charge of the School of Drama in Gozo, for the period September 2013 to August 2014.

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

- apply if they are serving on an 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.
Eligibility Criteria

2.1 Applicants must have a minimum of five (5) scholastic years teaching experience.

Duties and Responsibilities

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

- performing all duties of a teacher (see: Job Description Handbook, July 2007);
- monitoring the quality and standards of teaching and learning;
- ensuring, in collaboration with teachers and Adult Educators that all courses offered at the School are level rated on the EQF/MQF within the timeframe established by the Directorate for Lifelong Learning and the Malta Qualifications Council;
- ensuring order and discipline and the promotion of healthy relationships between staff and learners;
- co-ordinating the School’s timetable;
- monitoring and recording the attendance of the learners;
- mentoring new staff;
- collaborating with Service Manager (Lifelong Learning) on the annual Prospectus with regards to courses offered at the Gozo School of Drama;
- overseeing the assessment of learners so that it is based on the learning outcomes as established by the Directorate for Lifelong Learning and the Malta Qualifications Council;
- compiling data and updating School’s statistics and records;
- monitoring the School’s cleanliness and see to the proper maintenance and servicing of the building, facilities and equipment;
- preparing the capital and recurrent school budget within the parameters and priorities set by the Directorate for Lifelong Learning;
- verifying and endorsing the monthly payments of Adult Educators;
- performing duties connected with the School Council in accordance with the rules and regulations of School Councils;
- managing and controlling funds according to established Government financial regulations and recording all transactions according to established practice;
- keeping a detailed inventory according to prescribed regulations;
- promoting the school on the media, in national events and in those organised by the Ministry for Education and Employment;
- organising at least one event on a national scale to promote the artistic achievement of the learners and to attract more learners towards lifelong learning in the field of drama and dance;
- liaising with and attending meetings organised by the Academic Principal of the Visual and Performing Arts Schools (Lifelong Learning), and the Director, Lifelong Learning;
- coordinating and managing the courses and activities of the School, including Outreach programmes held in various branches of the School;
- participating at meetings of the Council of Heads of the Visual and Performing Arts Schools, Lifelong Learning;
- together with staff, drawing a School Development Plan for the Gozo School of Drama;
- performing any other duties requested from time to time by the Directors General DES/DQSE.

**Duration of assignment and conditions**

4.1 A selected candidate is expected to work on a full-time basis with flexible hours. It is worth noting that lessons are offered in the evening. The officer in charge is expected to be present on the premises during most of the time when lessons are held.

4.2 A selected candidate will be obliged to serve the one (1) full scholastic year 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 selected candidate 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 Malta 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 on 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 receipt of date and time of 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 subparagraph (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 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, Fortunato Mizzi Street, 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, Fortunato Mizzi Street, Victoria, Gozo by not later than 16.00 (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, Fortunato Mizzi Street, 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)