LETTER CIRCULAR

Information: ✓ Action Required: ✓

Ref: HR/85/2013 Date: 28th 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 Mentor in the State Secondary Sector in Malta and Gozo for 2013-2016

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 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 a Teacher Mentor in the State Secondary schools, 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 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.

1.3 Those already performing officially such duties need not re-apply if their term of service does not expire at the end of this scholastic year.
Eligibility Criteria

2.1 Applicants must:

- have a minimum of seven (7) scholastic years teaching experience in the secondary sector;
- be in possession of a Continuous Professional Award in Mentoring for the Mentoring Training Course provided by QAD within the DQSE or analogous training approved by the QAD. Alternatively, applicants who are currently undertaking training that will be fully concluded (including the practicum component) by the end scholastic year 2012-2013 may also apply. Their selection will be conditional to successful completion of the training.

Duties and Responsibilities

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

- performing all the duties of a teacher (see: Job Description Handbook, July 2007) in the school s/he is currently teaching in;
- working under the guidance of the Head of school according to the direction of the College Principal;
- facilitating the understanding of policies, systems, procedures, regulations and laws applicable to the school;
- adopting and working towards the implementation of the school development plan of the particular school you are giving service in;
- advising and supporting the methodology and the use of the pedagogical resources and services available for the teaching and learning of the subject;
- promoting, in the Teacher being mentored, the values expected of a teacher, including professionalism, enthusiasm, dedication and commitment primarily by being a role model;
- holding regular meetings with the Teacher being mentored as stipulated in the Agreement between the Government and the Malta Union of Teachers of 2007 and 2010, to discuss and advise on issues raised by either side and to aid the new teacher set realistic targets, while suggesting resources and facilitating access to these;
- carrying out classroom observations, as stipulated in the Agreement between the Government and the Malta Union of Teachers of 2007 and 2010. These should have an agreed focus and feedback should be given;
- providing feedback on the mentoring process as indicated from time to time by the College Principal;
- participating in quality assurance procedures as indicated from time to time by the Quality Assurance Department;
- performing any other duties requested from time to time by the Directors General DES/DQSE.
3.2 Teacher Mentors may be asked to support, encourage and guide teachers by a process of induction and mentoring during the period of probation and at any other time as deemed necessary in the interest of the teachers and of the service. Their initial service shall be with respect to Newly Qualified Teachers (NQTs).

Duration of assignment and conditions

4.1 Should the Head of School in consultation with the College Principal determine that a mentoring role is required to support a particular teacher, s/he will assign as mentor, a person from amongst those trained as mentors and available to the school or College, through this call for Teacher Mentors. This matching of mentor to teacher shall be made according to who, in his/her opinion, is best matched to the needs of the particular teacher.

4.2 A selected candidate will be obliged to serve, if so required by the College Principal and/or the Head of School, 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.

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 revert to class/subject teaching.

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. 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 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 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/mqrict). 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 their suitability to perform these duties. Due consideration will be given to applicants who 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 Wednesday 12th 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)