LETTER CIRCULAR

Information: ✓  Action Required: ✓

Ref: HR/91/2013  Date: 6th June 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 Support Kindergarten Assistant in the State Kindergarten 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.

“\textit{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 Kindergarten Assistant (KG1/KG2/KGA) to perform duties as a Support Kindergarten Assistant in the State Kindergarten sector, for the period \textit{September 2013 to August 2016}.

Eligibility Criteria

2.1 Applicants must:

\begin{itemize}
  \item have \textit{at least five (5) years experience in the grade of a Kindergarten Assistant (KGA, KGI, KGII).}
\end{itemize}

Duties and Responsibilities

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

\begin{itemize}
  \item assisting the Education Officers (Early Childhood Education) in:
    \begin{itemize}
      \item developing the curricular programme for Early Years classes in line with the National Curriculum Framework (NCF);
    \end{itemize}
\end{itemize}
▪ developing and maintaining the IT infrastructure and resources necessary to ensure the best quality of services being offered to schools with respect to the Kindergarten years;
▪ developing and delivering training to staff working with Early Years;
▪ developing and maintaining liaison and collaboration with Education Officers hitherto associated with the Primary Years, in view of the development and sharing of the full concept of an Early Years Programme;
▪ supporting kindergarten staff through in-class and in-school and in-class support;
▪ ensuring a seamless transition from the first two years to the second two years of Early Education;
▪ developing and implementing initiatives related to the Early Years, as directed from time to time by the Director, CMeL;
▪ performing any other duties requested from time to time by the Directors General DES/DQSE.

3.2 Prospective candidates will be expected to have:
   - a thorough knowledge of the principles outlined by the NCF with respect to Early Years;
   - an extensive knowledge of the methodology of teaching applicable to the Early Years in line with the NCF;
   - a thorough knowledge of the physiological, emotional, cognitive and social development of the child;
   - a high degree of IT skills;
   - an open and positive attitude to change and to continuous professional development.

Duration of assignment and conditions

4.1 A selected candidate may be College and/or centrally based according to any prevailing exigencies including shared arrangements between Colleges, schools, and centres.

4.2 A selected candidate will be obliged to serve the three (3) full scholastic years stipulated by this call for application subject to developments related to the NCF implementation, 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 not necessarily revert to Kindergarten Assistant duties at the school/s s/he was last serving in.

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 Kindergarten Assistant 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 Kindergarten Assistant 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 Kindergarten Assistant 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 Kindergarten Assistants 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.med@e.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 Qualification 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 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 recognized related qualification preferably (MQF level 7), and/or 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 Friday 21st 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)