

**HR Circular No. 151/2014**

*Ministry for Education and Employment  
Education Building  
Great Siege Road  
Floriana*

16 October 2014

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

**POST OF INCLUSIVE EDUCATION COORDINATOR IN THE  
DIRECTORATE FOR EDUCATIONAL SERVICES WITHIN THE  
MINISTRY FOR EDUCATION AND EMPLOYMENT**

**(Capacity building ad hoc approval dated 13 October 2014)**

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

**1.0 General**

- 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) in the Directorate for Educational Services (DES) 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.
- 1.2 The mission of the DES is to ensure the effective and efficient operation and delivery of services to the Colleges and schools within an established framework of decentralisation and autonomy.
- 1.3 The functions of the DES are established by the Education Act (CAP 327 of the Laws of Malta) which may be consulted on <https://education.gov.mt/en/resources/Pages/Legislation.aspx>.

## **2.0 Terms and Conditions**

2.1 The salary for the post of INCO is Salary Scale 7, which in 2014 is €20,809.98 per annum rising by annual increments of €531.17 to a maximum of €23,997.00.

## **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 Special Educational Needs (SEN) policy and provision in collaboration with the College Principal, the senior management team (SMT) of the school, school staff, students 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 students with Individual Educational Needs (IENs);
- Overseeing the formulation, implementation and review of IEPs for students with IENs;
- Ensuring the co-ordination of the provision of special examination arrangements for students with IENs;
- Adopting and working towards the implementation of the school development plan of the particular school they are giving service in;
- Accessing and regularly monitoring the records of students with IENs;
- Advising the Senior Management Team (SMT) on the procurement and management of SEN 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 students with IENs;
- Liaising with feeder and receiver schools;
- Facilitating links between Colleges and Resource Centres through networking activities;
- Mentoring other teachers/learning support assistants in their speciality;
- Ensuring that students with IENs are encouraged to develop advocacy skills and where possible to begin taking responsibility of their own learning;

- 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 students with IENs;
  - Under the direction of the relative College Principal and Head of School, liaising with external agencies involved in supporting students with IENs;
  - Coordinating professional development opportunities for colleagues and participating in CPDs;
  - Liaising with, guiding and collaborating with parents/guardians of students 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 posted 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

- (i) who are in possession of a recognised First Degree in Inclusive Education, or a recognised comparable qualification, or a recognised Postgraduate qualification at Diploma or Degree level or higher, in Inclusive Education, or a recognised comparable qualification; **AND**
- (ii) who 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 or an accredited comparable school or educational institution duly recognised by the Education Authorities, 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)

- (i) who are in possession of a recognised Diploma in Facilitating Inclusive Education or a related area in the field of education for students with a disability, or a recognised appropriate comparable qualification; **AND**

- (ii) in possession of a recognised Degree or a recognised comparable qualification or a recognised Postgraduate qualification at Diploma or Degree Level or higher, in Inclusive Education, or a recognised comparable qualification; **AND**
- (iii) who 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 or an accredited comparable school or educational institution duly recognised by the Education Authorities.

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 in paragraph 8.1).

## **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.

## **7.0 Submission of Applications**

- 7.1 Applications, together with an updated Service and Leave Record Form (GP 47), will be received by the Customer Care Section, Great Siege Road, Floriana, VLT 2000 or the Education Office, Victoria, Gozo by not later than **noon (Central European Time) of Friday 7<sup>th</sup> November 2014**. Applications can also be submitted through the Online Government Recruitment Portal on <http://recruitment.gov.mt> by the said closing time and date of this call for

applications. 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 result;
- 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://pahro.gov.mt/file.aspx?f=351> or may be obtained from the Customer Care Office, Great Siege Road, Floriana, 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

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