Letter Circular

Information: ✓  Action Required: ✓

Ref: HR/48/2014  Date: 10th April 2014

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 Guidance Teacher in the State Primary/Secondary and Post-Secondary Schools in Malta until the end of Scholastic Year 2018/19

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(1) of the current Collective Agreement, nomenclatures importing the male gender include also the female gender”.

1.0 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 Guidance Teacher in the State Primary/Secondary and Post-Secondary Schools in Malta, until the end of Scholastic Year 2018/19.

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 should not re-apply if their term of service does not expire at the end of this scholastic year.

2.0 Eligibility Criteria

2.1 Applicants must:

   ▪ have a minimum of five (5) scholastic years teaching experience in the secondary sector; or
be in possession of a Permanent Teacher’s Warrant and in possession of a Diploma 
or higher in Counselling or Career Guidance, or a recognised appropriate 
comparable qualification.

3.0 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);
- offering guidance to promote effective learning and higher educational attainment and 
further the personal development of students;
- organising student centred guidance programmes to further all aspects of the personal 
development of students including intellectual, social, emotional and vocational 
development;
- organising guidance programmes and interventions concerned with the identification of 
different needs and the implementation of strategies to meet these needs;
- empowering students to take responsibility for themselves, for their own development and 
learning rather than imposing particular standpoints, values and decisions;
- offering helping skills and support to the students through individual and group sessions;
- identifying and meet the personal, emotional and social needs of students and help them to 
deal successfully with their concerns;
- helping students overcome transitions such as home to kinder, primary to secondary and 
school to post-secondary/work;
- referring students to the appropriate services offered by student services and/or support 
agencies outside the DES;
- liaising with college counsellors, college career advisors, school counsellors, counsellors, 
trainee career advisors, trainee counsellors and other support staff for the good of the 
students;
- organising career orientation visits, talks and seminars regarding career paths, post-
secondary courses, choice of subjects in year 6 and Options in Form 2;
- preparing the student for the place of work, organising, participating and monitoring of 
students during the career exposure initiatives;
- helping students face challenges that may affect their capacity to take part in learning and 
work opportunities;
- establishing strong collaborative partnerships with institutions of further and higher 
education and with a range of employers, trade unions, nongovernmental organizations, and 
others;
- organising regular meetings and/or seminars/talks for parents regarding personal and career 
issues;
- liaising with senior management team regarding well-being of students;
- logging in all the referred cases reported accordingly and provide the necessary statistics;
- keeping all records of individual and/or group sessions / interventions;
- compiling and submitting a half yearly and an annual report of all the work carried out during scholastic year;
- performing any other duties requested from time to time by the Directors General DES/DQSE.

3.2 A selected candidate is expected to perform these duties in Primary and Secondary schools within the College they are assigned or at the Post-Secondary Schools, according to the exigencies.

4.0 Duration of assignment and conditions

4.1 A selected candidate will be obliged to serve until the end of Scholastic Year 2018/19, 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.

4.2 The services of a selected candidate may 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.

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

5.0 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 except for those instances where the selected candidate will be required to perform his/her duties in more than one school on the same day. In such cases s/he would be entitled to reimbursement as per PSMC 8.2.10 and DG SS 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.

Deployment will be made according to the merit list which will remain valid for one (1) scholastic year.
A selected candidate will be contacted by e-mail through the iLearn e-mail account between 15\textsuperscript{th} June and 15\textsuperscript{th} September 2014. 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.

6.0 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. The DG DES reserves the right to refuse such requests if the exigencies of the service do not allow for delays.

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.

7.0 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 VLT 2000 or the Education Office, Fortunato Mizzi Street, Victoria, Gozo, VCT 2000. 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.

8.0 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), participation 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:
https://APPLICATION_FORM_for_Public_officers_applying_for_internal_calls_DES.pdf
http://europass.cedefop.europa.eu

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 hrs (4 p.m.) (Central European Time) of Thursday 24th April 2014.

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