Letter Circular

Information: ✓  Action Required: ✓

Ref: HR/93/2014  Date: 12th May 2014

From: Directorate for Educational Services (DES)

To: Directors, College Principals and Heads of School/Section (State Only)

Subject: Internal Call for Applications for Learning Support Assistants Grades and Kindergarten Grades performing LSA duties, to perform duties at the Access to Communication and Technology Unit (ACTU) in the Student Services Department 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(l) 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 Learning Support Assistant grades and public officers as Kindergarten Assistants but performing LSA duties, to perform duties at ACTU in the Student Services Department in Malta, until the end of Scholastic Year 2018/19.

2.0 Eligibility Criteria

2.1 Applicants must have a minimum of five (5) scholastic years experience in the Primary/Secondary sector.

3.0 Duties and Responsibilities

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

- performing all duties of an LSA (see: Job Description Handbook July 2007);
- being proficient in the use of computer technology at ECDL standard;
- having the knowledge of Augmentative and Augmentative Communication (AAC) including both aided and unaided systems and how they can be used to support children with complex communication needs;
- having knowledge of Assistive Technology including low tech and high tech technologies;
- keeping up-to-date with new AAC advancements including following product updates online and attending training as required;
- making resources including visuals for PECS books, communication books as well as for software such as Clicker 6 and ChooseIt!Maker 2 as required by the Team, including using a variety of software such as Boardmaker and other new software as it becomes available;
- troubleshooting issues with software and hardware as they arise which may include problem solving with assistive technology devices including AAC at ACTU and with parents as directed by the Team;
- giving training to parents on software e.g. Clicker 6 as required by the Team;
- working in sessions with direct contact with children under the supervision of a Therapist;
- being involved in training sessions organised by ACTU;
- supporting ACTU staff in the preparation of training material;
- setting up the ACTU assessment room for sessions as required by the Team;
- supporting the team in the day to day running of the Unit;
- participating in In-Service and other training courses as well as in continuing professional development (CPD) opportunities;
- 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 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 Learning Support Assistant duties 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 Learning Support 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 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 LSAs 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.

5.5 A selected candidate will be contacted by e-mail through the iLearn e-mail account between 15th June and 15th 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.medc@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 sub-paragraph (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 Monday 26th May, 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 HR