



MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,  
IŻ-ŽGHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI  
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

<b>Ministeru</b>	<i>Ministeru għall-Edukazzjoni, l-Isport, iż- Žgħażaġh, ir-Riċerka u l-Innovazzjoni</i>
<b>L-impjeg</b>	<i>Education Support Practitioner</i>

### Dmirijiet u responsabbiltajiet

- i. jgħin lill-istudenti jagħmlu deċiżjonijiet tajba dwar il-karrieri tagħhom billi jipprovdihom informazzjoni u jagħtihom suġġerimenti dwar l-opportunitajiet kurrenti fl-edukazzjoni, fit-taħriġ u fl-impjegji;
- ii. jiffaċilita l-opportunità għall-istudenti biex jiżviluppaw pjanijiet dwar il-karriera imsejsa fuq il-hiliet, l-interessi, il-valuri u l-abbiltajiet tagħhom;
- iii. jgħin lill-istudenti jhejju d-dokumentazzjoni għax-xogħol bħal résumés, applikazzjonijiet kemm għall-impjeg kif ukoll għal xi kors, kif ihejju ruħhom għal xi intervista u strateġiji oħra ta' kif wiehed ifittex il-mogħdijiet tal-karrieri;
- iv. jżomm ruħu aġġornat ma' informazzjoni dwar is-suq tax-xogħol, leġiżlazzjoni, żviluppi professjonali u akkademiċi billi jżur lill-employers, lil min jipprovdi t-taħriġ u avvenimenti ta' taħriġ organizzati minn entitajiet edukattivi u professjonali;
- v. jorganizza u jipparteċipa fi programmi ta' edukazzjoni dwar karrieri, jissuġġerixxi kelliema, u jikkontribwixxi fil-prezentazzjonijiet ta' sessjonijiet;
- vi. jaħdem f'kollaborazzjoni mill-qrib mat-tim edukativ psiko-soċjali tal-Kulleġġ, mal-amministrazzjonijiet tal-iskola, mas-Servizz Nazzjonali ta' Sapport għall-Iskejjel u professjonisti impjegati ma' entitajiet oħra governattivi u anki non-governattivi biex jiġi assigurat l-użu massimu ta' riżorsi għall-benefiċju tal-istudenti;
- vii. jassigura li r-rekords u s-sistemi ta' llogġjar dwar l-interventi kollha mal-istudenti jinżammu sew filwaqt li jiggarrantixxi li l-kunfidenzjalità tinzamm dejjem skont il-provvisti legali eżistenti;
- viii. jkun marbut li jagħti rendikont ta' għemilu lill-Principal Education Support Practitioner fil-qasam ta' Career Advisor, lill-Education Officer (Career Guidance), u d-Direttur tas-Servizzi Nazzjonali ta' Sapport għall-Iskejjel;
- ix. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- x. jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xi. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Aktar dettalji dwar id-dmirijiet ta' Education Support Practitioner fil-qasam ta' Career Advisor jistgħu jinkisbu mis-sit elettroniku <https://education.gov.mt/en/Pages/vacancies.aspx>.

Persuna fil-pożizzjoni ta' Education Support Practitioner fil-qasam ta' Career Advisor jista' tintbagħat jaqdi dmirijiet fil-Kulleġġi tal-Istat, Skejjel Primarji u/jew Sekondarji, Resource Centres, Learning Support Centres u istituzzjonijiet edukattivi oħrajn biex tikkontribwixxi għall-implementazzjoni tal-programm edukattiv individwali jew tal-studenti bi bżonnijiet speċjali f'livell nazzjonali.

Annex A



MINISTRY FOR EDUCATION, SPORT, YOUTH,  
RESEARCH AND INNOVATION  
GREAT SIEGE ROAD, FLORIANA, MALTA

<b>Ministry</b>	<i>Ministry for Education, Sport, Youth, Research and Innovation</i>
<b>Job title</b>	<i>Education Support Practitioner</i>

**Duties and responsibilities**

- i. helps students make appropriate career decisions by providing information and advice on available education, training and employment opportunities;
- ii. facilitates the opportunity for students to develop career plans based on their skills, interests, values and abilities;
- iii. helps students with résumés, job and course applications, interview skills, and other career path finding strategies;
- iv. keeps up to date with labour market information, legislation, professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies;
- v. organises and participates in careers education programmes, suggests speakers and contributes to the delivery of sessions;
- vi. works in close collaboration with the College Education psycho-social team, school management teams, the National School Support Services and other professionals employed with other government entities and also non-governmental agencies, thereby ensures maximum utilization of resources for the benefit of the students;
- vii. ensures that records and logging systems are well kept regarding all interventions carried out with each student while ensures confidentiality at all times in accordance with existing legal provisions;
- viii. be accountable to the Principal Education Support Practitioner in the area of Career Advisor, the Education Officer (Career Guidance), and the Director, National School Support Services;
- ix. undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- x. undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xi. any other duties as directed by the Principal Permanent Secretary

Further details of the job description for the post of an Education Support Practitioner in the area of Career Advisor can be obtained from the website: <https://education.gov.mt/en/Pages/vacancies.aspx>.

An Education Support Practitioner in the area of Career Advisor can be deployed to perform duties in State Colleges, Primary and/or Secondary Schools, Resource Centres, Learning Support Centres and any other educational institutions to contribute to the implementation of the individual educational programme of students with special needs at national level.