Anness A

Ministeru	*Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni*
L-impjieg	*Education Support Practitioner*

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

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Education Support Practitioner (Safe School Programme) jinkludu:

i. li jkabbar l-għarfien tal-ġenituri, studenti u edukaturi dwar is-suġġetti u l-effetti tal-ibbuljar, tal-abbuż tat-tfal u tas-sustanzi illeċiti;

ii. li jħeġġeġ lill-vittmi jkollhom għadd ta' ħbieb u li jagħmel sessjonijiet ta' follow up ma' dawn l-istudenti;

iii. li jipprovdi l-interventi neċessarji meta jiġu rrapportati każijiet serji, fejn jingħata s-sapport lill-individwi (studenti, ġenituri u edukaturi) biex tiżdied il-kompetenza u l-kunfidenza tagħhom biex jiddiljaw ma' mġiba ta' bbuljar, abbuż u użu illeċitu ta' sustanzi;

iv. li jipprovdi l-intervent adattat bi strateġiji indiretti u/jew diretti li jistgħu jinkludu sessjonijiet individwali, sessjonijiet fil-klassi, fora, seminars, staff development meetings u xogħol preventiv ieħor;

v. li jaħdem fuq programm preventiv u ta' intervent mal-istudenti kif ukoll mal-ġenituri;

vi. li jilloggja l-każijiet referuti kollha u jipprovdi l-istatistika neċessarja kollha;

vii. li jżomm ir-rekords kollha tas-sessjonijiet individwali u/1jew fi grupp;

viii. li jikteb rapport annwali dwar ix-xogħol kollu li jsir matul is-sena skolastika/kalendarja;

ix. li jikkollabora ma' professjonisti oħra li jagħtu s-servizz tagħhom fl-iskejjel/kulleġġi u jorganizza/jipparteċipa f'case conferences skont in-natura tal-każ;

x. li jaħdem f'kollaborazzjoni ma' entitajiet oħra barra l-NSSS bħaċ-Child Protection Services u d-Drug Squad (fil-Korp tal-Pulizija);

xi. li jirrispondi għall-Uffiċjal Edukattiv (Counselling), għall-Assistent Direttur u d-Direttur tas-Servizzi Nazzjonali għas-Sapport tal-Istudenti;

xii. li jwettaq dmirijiet oħra meħtieġa minn żmien għal ieħor skont l-esiġenzi tas-servizz.

xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	*Ministry for Education, Sport, Youth,Research and Innovation*
Job title	*Education Support Practitioner*

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

Duties and responsibilities

The duties of an Education Support Practitioner (Safe School Programme) shall include:

i. raising awareness to parents, students and staff about the issues and effects of bullying, child abuse and illicit substances;

ii. encouraging circle of friends for the victims and holds follow up sessions with these groups;

iii. providing the necessary interventions when serious cases are reported, where support is provided to individuals (students, parents and staff) to increase their competence and confidence in dealing with bullying behaviour, child abuse and substance misuse;

iv. providing the appropriate intervention through indirect and/or direct strategies which include, individual sessions, classroom sessions, fora, seminars, staff development meetings and other preventive work;

v. working on a Preventive and Intervention Programme with both students and parents;

vi. logging in all the alleged cases reported and providing the necessary statistics;

vii. keeping all records of individual and/or group sessions/interviews;

viii. compiling an annual report of all the work carried out during the calendar/scholastic year;

ix. collaborating with other professionals giving their services in the schools/colleges and organizing/participating in case conferences according to the nature of the case;

x. working in collaboration with other entities outside the NSSS like the Child Protection Services and Drug Squad (Police Force);

xi. being accountable to the Education Officer (Counselling), Assistant Director and Director National School Support Services;

xii. performing any other duties requested from time to time according to the exigencies of the service.

xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

xiv. Any other duties as directed by the Principal Permanent Secretary.

t: 2598 0000 / 153 e: info.education@gov.mt | www.education.gov.mt