Anness A

Ministeru	Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR)
L-impjieg	Principal 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

3.1. Id-dmirijiet ta' Principal Education Support Practitioner (PESP) fil-qasam ta' Counselling jinkludu:

(i) jimmaniġġja s-servizzi tal-Counselling fil-Kulleġġi tal-Istat, kemm fl-iskejjel primarji kif ukoll dawk sekondarji;

(ii) jamministra counselling sessions fuq livell individwali jew fi grupp bħala parti minn servizz ta' prevenzjoni integrata u intervenzjoni;

(iii) jassigura li s-servizz tal-Counselling jingħata għarfien xieraq fil-kuntest tal-iskola;

(iv) jassigura li s-Senior Education Support Practitioner (Counsellor), Education Support Practitioner – (Counselling Trainee) u l-guidance teachers jaħdmu f'qafas ta' etika u kwalità ta' standards;

(v) jassisti u jipprovdi moniteraġġ professjonali lis-Senior Education Support Practitioner (Counsellor) Education Support Practitioner (Counselling Trainee) u l-guidance teachers;

(vi) jaħdem f'kollaborazzjoni mill-qrib mal-Prinċipal tal-Kulleġġ, mat-tim edukattiv psiko-soċjali tal-Kulleġġ, mal-amministrazzjonijiet tal-iskola, mad-Direttorat ta' Servizzi Nazzjonali ta' Sapport għall-Iskejjel (DNSSS), u professjonisti oħra impjegati ma' entitajiet oħra governattivi u anki non-governattivi biex jiġi assigurat l-użu massimu ta' riżorsi għall-benefiċċju tal-istudent;

(vii) jassigura li r-rekords u s-sistemi ta' lloggjar dwar l-interventi kollha mal-istudenti jinżammu sew mis-Senior Education Support Practitioner (Counsellor), Education Support Practitioners (Counselling Trainee) u l-guidance teachers filwaqt li jiggarantixxi li l-kunfidenzjalità tinżamm dejjem skont il-provvisti legali eżistenti;

(viii) jassisti u jagħmel rapporti annwali;

(ix) jiġbor u janalizza informazzjoni dwar il-qagħda kurrenti tal-istudenti għall-fini ta' laqgħat tal-professjonisti jew case conferences għall-ġid tal-istudenti nfushom;

(x) jlaqqa' l-SMTs ta' kull skola tal-Kulleġġ mal-guidance teachers u membri oħra tat-tim multidixxiplinarju tal-Kulleġġ biex jiddiskutu dwar il-każijiet tal-istudenti u jieħdu azzjonijiet neċessarji;

(xi) jirrispondi għall-Education Officer (Counselling), lill-Assistent Direttur u lid-Direttur tas-Servizzi Nazzjonali ta' Sapport għall-Iskejjel;

(xii) kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u

(xiii) kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

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

3.3. Persuna magħżula bħala Principal Education Support Practitioner fil-qasam ta' Counselling taħdem fuq bażi ta' Kulleġġ kemm fil-livell primarju kif ukoll fil-livell sekondarju, li tappoġġja l-istudenti, l-istaff tal-iskola u lill-ġenituri fiż-żewġ livelli biex b'hekk tassigura kontinwità aħjar fl-iżvilupp edukattiv tal-istudenti u prattika professjonali aħjar. Il-Principal Education Support Practitioners fil-qasam ta' Counselling huma mistennija li jaħdmu f'qafas ta' tim multidixxiplinarju.

3.4. L-applikanti magħżula jsirilhom proċess ta' induction fl-ambjent u s-sistema tal-Kulleġġ u tal-iskola organizzat mill-MEYR.

Annex A

Ministry	Ministry for Education, Sport, Youth, Research and Innovation (MEYR)
Job title	Principal Education Support Practitioner

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

3.1. The duties of a Principal Education Support Practitioner (PESP) in the area of Counselling include:

(i) managing the counselling services in the state colleges including primary and secondary schools or post-secondary schools;

(ii) carrying out counselling sessions on an individual or group level as part of an integrated preventive and intervention service;

(iii) ensuring that the counselling services are well promoted in the school context;

(iv) ensuring that the Senior Education Support Practitioner (Counsellor), Education Support Practitioner (counselling trainee) and guidance teachers work within ethical framework and quality standards;

(v) monitoring of the service provided by the Senior Education Support Practitioner (Counsellor), Education Support Practitioners (counselling trainee) and guidance teachers;

(vi) working in close collaboration with the College Education Psycho-Social team, School Management Teams, the National School Support Services (NSSS) and other professionals employed with other government entities and also with non-governmental agencies, thereby ensuring maximum utilisation of resources for the benefit of the students;

(vii) ensuring that records and logging systems are well kept by the Senior Education Support Practitioner (Counsellor), Education Support Practitioner (counselling trainee) and guidance teachers regarding all interventions carried out with each student while ensuring confidentiality at all times in accordance with existing legal provisions;

(viii) assisting and compiling of annual reports;

(ix) collecting and analysing information about the current situation of the students in order to assist in professionals' meetings or case conferences for the benefit of the student;

(x) meeting SMTs in each school of the College, together with guidance teachers and other members of the college multi-disciplinary team, for case reviews and other related work to the counselling services;

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

(xii) undertake any other tasks, which the superior may delegate to him/her, as may be required; and

(xiii) any other duties as directed by the Principal Permanent Secretary.

3.2. Further details of the job description for the post of a Principal Education Support Practitioner in the area of Counselling can be obtained from the website: https://education.gov.mt/en/Pages/vacancies.aspx.

3.3. A Principal Education Support Practitioner in the area of Counselling will work on a College basis at both primary and secondary level supporting students, school staff and parents at both levels thus ensuring better continuity in the educational development of students and better professional practice. Principal Education Support Practitioners in the area of Counselling are expected to operate in a multi-disciplinary team framework.

3.4. A selected candidate shall undergo an induction process in the College and school environment and system organised by MEYR.