

**MINISTRY FOR EDUCATION AND EMPLOYMENT**

**POSITION OF COLLEGE PREFECT OF DISCIPLINE WITHIN THE MINISTRY  
FOR EDUCATION AND EMPLOYMENT**

**(as per Ministry's HR Plan for the year 2016)**

**The Ministry for Education and Employment (MEDE) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEDE adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.**

*Nomenclatures importing the male gender include also the female gender.*

**1.0 Introduction**

- 1.1 The Permanent Secretary, Ministry for Education and Employment (MEDE) invites applications for the position of College Prefect of Discipline within MEDE.

**2.0 Duration of assignment and conditions**

- 2.1 A selected candidate will enter into a thirty-six (36) month assignment as a College Prefect of Discipline within the Ministry for Education and Employment, which may be renewed for further periods. Unsatisfactory performance as a College Prefect of Discipline during the assignment period will lead to termination of the assignment.
- 2.2 The position of a College Prefect of Discipline is subject to a probationary period of twelve (12) months.

**3.0 Salary pegged to the position**

- 3.1 The salary attached to the position of a College Prefect of Discipline is equivalent to the maximum point of Salary Scale 7, (currently €25,231.00).

**4.0 Duties**

- 4.1 The duties of a College Prefect of Discipline shall include:
- endeavours to uphold discipline as a positive value, promoting the educational and social engagement of all students within the schools of the College;
  - participating actively in the development, promotion, updating and review of behaviour policy/codes of positive behaviour, procedures, and activities for Colleges and schools, in line with the NCF, the Respect for All Framework, the Behaviour Management Policy and other relevant national policies;
  - promote and disseminate the Managing Behaviour in Schools Policy, Strategy and Procedures with students, parents and school staff accordingly is implement the measures as indicated in the Managing Behaviour in Schools Strategy and Implementation.

- identifying as early as possible students who manifest challenging behaviour and planning an intervention to improve such behaviour;
- referring students to the Inter-Disciplinary Team according to their needs;
- working in close collaboration with the College Education Psycho-Social team, School Management Teams, the Student Services Department DES 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;
- ensuring that records and logging systems are well kept regarding all interventions carried out with each student while ensuring confidentiality at all times in accordance with existing legal provisions;
- compiling of annual reports;
- participate in any research tasks that may be undertaken by the Department for Student Services in the field of social work.
- being accountable to the Education Psycho-Social Service Manager and Director Student Services Department;
- performing any other duties as according to the exigencies of the Public Service as directed by the Director General (DES);
- performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

A detailed job description for the position of College Prefect of Discipline can be obtained from the website: <https://education.gov.mt/en/Pages/vacancies.aspx>.

- 4.2 A College Prefect of Discipline 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. College Prefects of Discipline are expected to operate in a multi-disciplinary team framework.
- 4.3 A selected candidate shall undergo an induction process in the College and school environment and system organised by the DES.

### **5.0 Eligibility requirements**

- 5.1 By the closing time and date of this call for applications, applicants must be:

(i)(a) citizens of Malta; or

(b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

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- (c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
- (d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
- (e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations, 2006” or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”.

The advice of the Citizenship and Expatriates Department should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- (ii) able to communicate in both the English and Maltese languages;
- (iii) (a) in possession of a teacher’s (permanent) warrant and have seven (7) scholastic years teaching experience in a licensed school; **OR**
  - (b) in possession, or have been approved for the award of a recognised Bachelor’s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent with regard to programmes commencing as from October 2003) in Education, or Social Work, or Youth Work or Psychology or other related field or a recognised appropriate comparable qualification and seven (7) years work experience in a related area. **AND**
- (iv) be in possession of a Master’s qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits or equivalent with regard to programmes commencing as from October 2008) in Social, Emotional, Behavioural Difficulties, or Counselling, or Psychotherapy or other related field, or a recognised appropriate comparable qualification and who have worked with children and young people for a minimum of two years.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question by the closing time and date of the call for applications.

- 5.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question by the closing time and date of the call for applications.

- 5.3 Applications must be of conduct which is appropriate to the position applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

- 5.4 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

- 5.5 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below in paragraph 9.1).

### **6.0 Submission of supporting documentation**

- 6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be uploaded on the edurecruitment portal <https://edurecruitment.gov.mt>, when you apply. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification.

- 6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

### **7.0 Selection procedure**

- 7.1 Eligible applicants will be assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is **200** and the minimum mark is **100**. The Assessment Criteria can be accessed on: <http://education.gov.mt/en/Pages/vacancies.aspx>.

- 7.2 Due consideration will be given to applicants who beside the requisites indicated in paragraphs 5.1 to 5.2, have proven relevant work experience.

- 7.3 The qualities being sought for in this position are those of capable persons, with knowledge, competences and drive to form part of a team within the DES with the aim of improving the Maltese educational system within the context of the National Curriculum Framework.

7.4 A notification of results published can be accessed on: <https://education.gov.mt/vacancies/Pages/Published%20Results.aspx>.

## **8.0 Submission of applications**

8.1 Applications, together with an updated Service and Leave Record Form(GP 47) in the case of Public Officers, and a summary of qualifications and experience in the European Curriculum Vitae Format are to be submitted through the Online Education Recruitment Portal **ONLY** at the following address: <https://edurecruitment.gov.mt> by not later than **(Central European Time) noon of Friday 20th January 2017**. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully.

8.2 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. MEDE cannot be held responsible for any delay due to such difficulties.

8.3 MEDE employees only, excluding entities are to apply for GP 47 by sending an e-mail to [records.mede@gov.mt](mailto:records.mede@gov.mt), indicating clearly the applicant's full name & surname, ID nos. Grade, tel. nos. & residential address together with the reference of the said call applied for. A copy will be sent to the applicant and the original will be sent to the selection board.

8.4 Further details concerning the submission of applications are contained in the general provisions referred to below.

## **9.0 Other general provisions**

9.1 Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- the submission of recognition statements in respect of qualifications;
- the publication of the result;
- the process for the submission of petitions concerning the result;
- medical examination;
- access to application forms and related details (not applicable in view of 8.1);
- retention of documents

may be viewed by accessing the website of the People and Standards Division (PSD) at the address:

<https://opm.gov.mt/en/PSD/RESOURCING/Pages/Forms%20and%20Templates/Forms-and-Templates.aspx> These general provisions are to be regarded as an integral part of this call for applications.