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.

1.1 Permanent Secretary, Ministry for Education and Employment (MEDE) invites applications for the post of Education Support Practitioner (ESP) (Resource Worker) within the Ministry for Education and Employment.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months, and the selected candidate will be expected to work general service hours.

2.2 The salary for the post of ESP (Resource Worker) is Salary Scale 10 which in 2019 is, €19,958.00 per annum, rising by annual increments of €407.67 up to a maximum of €22,404.00.

2.3 An ESP (Resource Worker) will progress to Scale 9 which in 2019 is, (€21,252.00 x €447.33 - €23,936.00) on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 An ESP (Resource Worker) will be promoted to the grade of a Senior Education Support Practitioner (SESP) (Resource Worker) in Scale 8, which in 2019 is, (€22,645.00 x €486.83 - €25,566.00) on the attainment of an MQF Level 7 qualification in Resource Work, and a minimum of five (5) years experience in the grade, subject to satisfactory performance.

Duties

3.1 The duties of ESP (Resource Worker) include:

i. supporting classroom teachers, special educators, Learning Support Educators (LSEs), Kindergarten Educators (KGEs), school personnel, SMT and parents/carers/guardians in the development of a variety of strategies to meet the individual educational needs of children;

ii. assessing the functional needs of children, plan and manage child-centred interventions within the home/childcare centre and school setting, involving families, KGEs, LSEs and other stakeholders;

iii. offering advice and implement programmes related to the physical, sensory, cognitive, communication and social environment of the child;

iv. assist in specialized intervention programmes individually or in small groups such as Summer Groups and Whole School Approach;
v. working with children from one year to five years of age who are experiencing developmental, medical, psychological, physical, learning and/or other difficulties;

vi. optimising the child’s functional ability and independence to provide help and advice to children, their families, KGEs/LSEs and practitioners in school by employing specific, selected and graded activities;

vii. consulting with personnel of Access Communication and Technology Unit (ACTU) and Autism Spectrum Support Team (ASST) and NGOs in the assessment, initiation and implementation of augmentative/alternative communication, behaviour and social interaction programmes in classrooms, schools, childcare centres and in the community;

viii. supporting parents/guardians in the planning and implementation of an educational programme that is structured according to the child’s needs;

ix. assessing and supporting children referred by the Child Development and Assessment Unit (CDAU), schools/childcare centres and/or parents/guardians; as well as supporting children referred through Lenti fuq l-Iżvilupp ta’ Wliedna;

x. writing progress reports to be presented during the case conference at CDAU;

xi. planning and giving individual sessions according to the needs of the child;

xii. documenting, monitoring and evaluating intervention and providing assessment as well as progress reports on children in line with Individual Educational Plans (IEPs);

xiii. supporting the child during the transition from home to childcare centers and then to school;

xiv. ensuring that records and logging systems are well kept regarding all interventions carried out with each child while ensuring confidentiality at all times in accordance with existing legal provisions;

xv. working in close collaboration with the College Education Psycho-Social team, school management teams, the National School Support Services Department 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 children;

xvi. liaising with Assistant Director (Special Education), Principal Education Support Practitioners (PESPs), Education Officers (EOs), HoDs (Inclusion), KGEs, LSEs and other practitioners regarding the child’s needs with appropriate intervention strategies as reflected in the Respect For All Framework;

xvii. keeping abreast of new developments in the area of early intervention, and attending training when this is made available;

xviii. providing information and advice through various methods including telephone, email, website and written materials;

xix. participating in research, pilot projects and Continuing Staff Development;

xx. being accountable to the Assistant Director (Special Education) and Director National School Support Services;

xxi. performing any other tasks assigned by the Permanent Secretary MEDE and / or his representative;

xxii. performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

3.2 An ESP (Resource Worker) can be deployed to perform duties in homes, schools, Childcare Centres, Resource Centres and Learning Support Centres to contribute to the implementation of the individual educational programme of students with special needs at national level.

3.3 An ESP (Resource Worker) is expected to carry out his/her duties using his/her own transport and will be entitled to reimbursement as per section 5.4 of Manual on Transport and Travel Policies and Procedures.

Eligibility Requirements
4.1 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

(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 Department of Citizenship and Expatriate Affairs within the Identity Malta Agency 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 the Maltese and English Languages;

iii. in possession of a valid driving license;

iv. in possession of a recognised Bachelor’s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regards to programmes commencing as from October 2003) in Social Sciences related to Learning Difficulties and/or Learning Disabilities and/or Inclusive and Special Education or a comparable professional qualification.

Public Officers applying for the post must be confirmed in their current appointment.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master’s qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits with regards to programmes commencing as from October 2008.

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, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognized higher MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3. Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.4. Applicants must be of conduct which is appropriate to the post 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).

4.5. Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6. 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).

Submission Of Supporting Documents

5.1. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal on https://recruitment.gov.mt. The applicant is to be informed of any missing documents immediately after the closing date of the call for applications and notified that consequently his application will not be considered further, unless justifiable reasons are given by the applicant, to the satisfaction of the Public Service Commission on psc@gov.mt, for any omission or late submission. Such justification should be sent to the PSC within five working days from the date of the aforementioned notification.

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

Selection Procedure

6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 4.3, have proven relevant work experience.

Submission of Applications

7.1 Applications, together with Curriculum Vitae showing qualifications and experience, and an updated Service and Leave Record Form (GP 47) / Certificate of Conduct as applicable, are to be submitted through the Online Education Recruitment Portal ONLY at the following address http://edurecruitment.gov.mt by not later than noon (Central European Time) of Monday 14th October 2019.

An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone number 153.

7.2 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.

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

Other General Provision

8.1 Other general provisions concerning this call for applications, with particular reference to:
1. applicable benefits, conditions and rules/regulations;
2. reasonable accommodation for registered persons with disability;
3. submission of recognition statements in respect of qualifications;
4. publication of the result;
5. medical examination;
6. the process for the submission of petitions concerning the result;
7. access to application forms and related details; (not applicable in view of paragraph 7.1 above);
8. retention of documents;

may be viewed by accessing the website of the People & Standards Division at the address https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx

These general provisions are to be regarded as an integral part of this call for applications.