To: Permanent Secretary,
Directors General, Directors,
Heads of College Network, Heads of School (State Only),
Learning Support Centre Coordinators,
Heads of Section/Units

MINISTRY FOR EDUCATION AND EMPLOYMENT

POST OF HEAD OF DEPARTMENT (PREFECT OF DISCIPLINE) WITHIN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

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 Educations Regulations 2016) in its recruitment process.

Nomenclatures denoting 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 post of Head of Department (Prefect of Discipline) within the Ministry for Education and Employment.

2.0 Terms and Conditions

2.1 The appointment is subject to a probationary period of twelve (12) months.

2.2 The salary for the post of Head of Department is Salary Scale 6, which in 2019 is €25,779.00 per annum, rising by annual increments of €596.33 up to a maximum of €29,357.00.

2.3 A Head of Department shall benefit from the educator’s class allowance, which in 2019 is €2,129 per annum and a Work Resources Fund, which in 2019 is €471 per annum. These allowances are subject to yearly increments as stipulated in the
agreement between the Government of Malta and the Malta Union of Teachers (MUT) on 21st December 2017.

2.4 A Head of Department (Prefect of Discipline) shall be strictly subject to general service working hours (40 hours per week) and conditions.

3.0 Duties

3.1 A Head of Department (Prefect of Discipline) is responsible to generally guide and support teaching grades in upholding discipline as a positive value, promoting the educational and social engagement of all students within schools. This concept of discipline is closely related to school effectiveness reliant on purposeful leadership and management construed on appropriate values, as well as on committed and motivated educators that collectively create an educational context and experience which meet the needs of all learners and hence nurtures a positive, orderly climate. The Head of Department is expected to collaborate with other educators who may be supporting this endeavour within or beyond the classroom, under the pertinent leadership at the respective level, also by engaging in the development of a Community of Professional Educators, including through School Development Planning. The duties of a Head of Department (Prefect of Discipline) include:

(a) working at School, College and National level in devising adequate and relevant policies that foster a positive educational climate, planning and ensuring effective implementation of such policies at the various levels;

(b) assisting learners experiencing challenging behavioural circumstances, which may have an adverse impact on the individual and/or collective educational experience and attainment;

(c) 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;

(d) promoting 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.

(e) identifying as early as possible students who manifest challenging behaviour and planning an intervention to improve such behaviour;

(f) referring students to the Inter-Disciplinary Team according to their needs;

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

(h) 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;

(i) compiling of annual reports;

(j) participate in any research tasks that may be undertaken by the Head of College Network and National School Support Services in the field of discipline;

(k) being accountable to the Head of College Network;

(l) performing other duties assigned by the Director/s General, and/or the Permanent Secretary MEDE;

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

3.2 Further details of the job description for the post of Head of Department (Prefect of Discipline) may be obtained from the website: https://education.gov.mt/en/Pages/vacancies.aspx.

3.3 Head of Department (Prefect of Discipline) shall generally be organised across schools and shall be answerable to the Head of College Network.

3.4 Head of Department (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. Head of Department – Prefect of Discipline are expected to operate in a multi-disciplinary team framework.

4.0 Eligibility requirements

4.1 By the closing time and date of this call for applications, applicants must be Public Officers in the Malta Public Service or Public Officers in the Malta Public Service on loan/detailed with/deployed with/on attachment to Public Sector Organisations who:

(i) are confirmed in their current grade of Teacher and have seven (7) scholastic years teaching experience in a licensed school; OR

(ii) in possession of a recognised full 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 Education, or Social
Work, or Youth Work or Psychology or other related field or a comparable professional qualification and seven (7) years work experience in a related area.

Provided that, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, on condition 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 and commit to successfully complete within a maximum of three (3) years from appointment.

As provided by clause 34(2) of the Sectoral Agreement signed between the Government of Malta and the Malta Union of Teachers on 23rd August 2010, Instructors who have been re-designated as Teachers (Personal Basis) and who satisfy the eligibility criteria outlined in paragraph 4.1 (i) and 4.1 (ii) above, shall be likewise eligible. It is being clarified that years of teaching experience in the grade of Instructor shall be reckonable as teaching experience in terms of paragraph 4.1 (i) and 4.1 (ii) above. Since the appointment of chosen successful applicants will be engaged from 1st September 2019 onwards, this current scholastic year (2018-2019), is reckonable as part of the required applicant’s years of experience.

4.2 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.

4.3 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/ECVET credits, or equivalent, taken as part of a higher recognized MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.
Furthermore, as per the education sectoral agreement signed by the Government and the Malta Union of Teachers (MUT) on 21st December 2017, the eligibility criteria mentioned in paragraphs 4.1 (i) and 4.1 (ii) above, will take into consideration all previous years of satisfactory service in the relevant grade and qualifications accrued by applicants. As such, service in higher or equivalent roles by the closing time and date of the call for applications, which may include roles not regulated by the same agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades.

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.

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 documentation**

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which must be uploaded on the edurecruitment portal [https://edurecruitment.gov.mt](https://edurecruitment.gov.mt), when you apply. Under no circumstances should any such documents be submitted after two (2) working days from the closing date.

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

**Selection procedure**

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%**.

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

Years of satisfactory experience in the grade of Head of Department – Prefect of Discipline shall be deemed reckonable as years of teaching experience for eligibility purposes into the Grades of Head of Department and Assistant Head of School.

**Submission of applications**

Applications, together with an updated Service and Leave Record Form (GP47), and a summary of qualifications and experience in the curriculum vitae 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, 29th April 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.

8.0 Other general provisions

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. the process for the submission of petitions concerning the result;
6. access to application forms and related details; (not applicable in view of paragraph 8.1);
7. 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/Forms andTemplates.aspx

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

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Dr. Francis Fabri
Permanent Secretary
Ministry for Education and Employment