

## Ministry for Education and Employment

### POST OF HEAD OF SCHOOL (SERVING IN MAINSTREAM) IN THE MINISTRY FOR EDUCATION AND EMPLOYMENT TO SERVE IN MALTA

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

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.

1. The Permanent Secretary within the Ministry for Education and Employment invites applications for the post of Head of School (Serving in Mainstream) in the Ministry for Education and Employment to serve in Malta.

#### Terms and Conditions

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

2.2 The salary for the post of Head of School is Salary Scale 5, which in year 2020 is €28,326 per annum, rising by annual increments of €640.67 up to a maximum of €32,170.

2.3 A Head of School shall benefit from a class allowance, which in 2020 is €4,633 per annum and from a Work Resources Fund, which in 2020 is €638 per annum as stipulated in the agreement between the Government of Malta and the Malta Union of Teachers (MUT) on 21st December 2017. A Head of School shall also benefit from an allowance based on their school population.

#### Duties

3. The job duties for the post of Head of School (Serving in Mainstream) may be viewed in Annex A attached to this Circular.

#### 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) (a) have not less than ten (10) scholastic years teaching experience in addition to four (4) scholastic years service in the grade of Assistant Head of School, Head of Department, INCO (grade is being assimilated into the grade of Head of Department) or School Counsellor in a licensed school; AND

(b) be in possession of a full 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 Educational Leadership and Management or a comparable professional qualification, as determined by the competent authorities.

(iv) In the absence of applications from eligible officers according to paragraph 4.1 (iii) (a) and (b), and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to Assistant Heads of School assigned Head of School duties for at least five (5) full scholastic years, on condition that they obtain a full qualification mentioned in paragraph 4.1 (iii) (b) above, within three (3) years from the date of appointment as Head of School. Failure to obtain the MQF Level 7 qualification mentioned in paragraph 4.1 (iii) (b) within this stipulated timeframe will lead to employees reverting to their previous grade.

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), (ii), (iii) and (iv) 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 (iii) (a) and 4.1 (iv) above.

This current scholastic year (2019 - 2020) is reckonable as part of the required applicant's years of experience. Chosen applicants performing classroom duties may not be released until the beginning of the new scholastic year, which starts on 1st September 2020 according to the exigencies of MEDE.

**Public Officers applying for this 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.

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 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) to (iv) 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.

4.4 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.

4.5 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the

Malta Public Service must produce an updated Service and Leave Record Form (GP 47) issued not earlier than one (1) month from date of application; 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).

4.6 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.

4.7 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 edurecruitment portal <https://edurecruitment.gov.mt>.

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 **200** and the pass mark is **120**.

6.2 Successful candidates will be listed in two (2) separate order of merit lists. List A will contain the order of merit of candidates who satisfy all the requisites as specified in paragraph 4.1 (iii) (a) and (b) above. List B will contain the order of merit of candidates who satisfy the eligibility of paragraph 4.1 (iv) above. First preference will be given to successful candidates from List A and then to successful candidates from List B.

6.3 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 4.4, have proven relevant work experience.

### **Submission of Applications**

7.1 Applications are to be submitted, through the Online Education Recruitment Portal ONLY at the following address <http://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47) / Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in pdf format, which are to be uploaded through the Portal.

The closing date of the receipt of applications is 13.30hrs (Central European Time) of Monday, 06th July, 2020. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete documents.

### **Other General Provisions**

8. 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;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- medical examination;
- the process for the submission of petitions concerning the result;
- access to application forms and related details;
- 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 application.