

**MINISTRY FOR EDUCATION AND EMPLOYMENT**

**POST OF LEARNING SUPPORT ASSISTANT II 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 General**

1.1 The Permanent Secretary, Ministry for Education and Employment (MEDE), invites applications for the post of Learning Support Assistant II (LSA II) within the Ministry for Education and Employment.

**2.0 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 LSA II is Salary Scale 12, currently is, €15,972.00 per annum, rising by annual increments of €354.00 up to a maximum of €18,096.00.

2.3 A LSA II will progress to Scale 10, (€18,127.98 x €407.67 - €20,574.00) on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 A LSA II shall receive an all-inclusive allowance of €300.00 per annum as stipulated in the agreement between the Government of Malta and the Malta Union of Teachers (MUT) on 23<sup>rd</sup> August 2010.

**3.0 Duties**

3.1 The duties of a LSA II shall include:

Learning Support

- supporting and collaborating with the class teacher and other colleagues. Under the guidance of the class teacher, assisting in the education of all learners in class, in particular learner/s with individual educational needs so that their individual curricular entitlement is ensured and their learning needs are catered for;
- participating fully in Making Action Plans sessions (MAPs);
- Together with the class teacher, developing and implementing an IEP. by adapting lesson plans and resources;

- attending IEP and Individual Transition Plan (ITP) meetings;
- reviewing IEPs, including recording and reporting progress of such IEP implementation on a regular basis;
- supporting the class teacher to prepare and write the IEP document of every student with a statement in class;
- assisting in the preparation of educational materials and playing an active part in all the components of the instructional and educational process in class under the direction of the class teacher/s;
- in collaboration with the class teacher, participating in the observation, assessment and documentation process of the performance and behavior of individual learners;
- participating in the respective individual transition programmes to assist students as they move from one educational level to another, from school to school, and from school to work, handing over to other involved colleagues, all relevant information and documents so as to ensure a smooth transition for the learner;
- promoting an inclusive community of learners, in collaboration with Inclusive Education Coordinators (INCOs), specialists, resource workers, teachers, parents, students and other stakeholders, where all students are valued and respected. This includes collaborative work in school and with other agencies, such as the Child Development Assessment Unit (CDAU), Resource/Learning Centres, Non-Governmental Organizations (NGO)'s and other educational and therapeutic environments;
- participating in hydrotherapy, multi-sensory, sensory integration and other sessions, in schools, Resource Centres or other Centres where such services are available, so as to ensure access to educational and personal entitlements of learners;
- promoting at all times the aims, ethos and policies of the school, College or Resource Centre deployed in, and actively working as a member of the staff team;
- assisting in the preparation, dissemination and use of teaching resources ensuring their upkeep in class, school and Resource/Learning Centres;
- supporting learner/s during activities/therapy sessions held outside the school premises including experiences in the community, work places and other further and higher educational institutions;
- encouraging participation in EU projects and other projects in accordance with the SDP targets and as agreed with the Senior Management Team;

#### Personal Support

- supporting learners with individual educational needs in their personal care and hygiene needs. This includes:

- toileting - cleaning and washing, including accompanying the learner to the toilet; undressing and dressing; cleaning, washing and showering; and changing of sanitary towels and incontinence pads;
- seeing to the mobility, posture and seating needs, including lifting learners and pushing them in wheelchairs according to Health and Safety Regulations issued under the Health and Safety Authority Act taking into consideration international guidelines. The present guidelines shall be:
  - lifting up to 27 kilograms shall be undertaken by one LSA; lifting between 28 and 54 kilograms (both inclusive) shall be undertaken by 2 persons; beyond 54 kilograms, a mechanical lift is to be used;
  - pushing wheelchairs: up to 45 kilograms occasionally; up to 28 kilograms frequently; and up to 9 kilograms as necessary.
- ensuring the maximum educational benefit and safety for individual learner/s at all times by providing them with assistance during physical education, games, excursions and therapy sessions, as well as normal feeding during mid-morning and mid-day breaks and at other times as required.

#### Transport-related Duties

- Without prejudice to the obligations of the owner and driver of the vehicle concerned regarding the safety of passengers and the full observance of the law and regulations related to transport matters, an LSA may be required to carry out transport-related duties, with learner/s with individual educational needs, should the requirement be indicated by the official statement or by the Head of School or other competent authorities. In such cases, the LSA shall:
    - assist in the boarding and un-boarding of learners on and off the transport vehicle and, in the case of students who are wheelchair/buggy users, put on the restraints on the wheelchair/buggy and also put on the passenger restraint on the students to ensure safety during transportation;
    - carry out transport supervision duties to and from school when the transport of learner/s during normal school hours is necessary; supervision duties carried out outside school hours shall be remunerated at the established rates.
  - performing other duties assigned by the Director General, DES;
  - performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.
- 3.2 A selected candidate shall be required to participate in professional development courses, continuing Professional Development (CPD) opportunities and in-service training programmes as appropriate to his/her role and functions as indicated by the Education Directorate, College Principal or Head of School.
- 3.3 LSA II shall adopt and work towards the implementation of the school development plan of the particular school/centre s/he is giving service in.

- 3.4 A selected candidate shall be required to work according to the individual educational needs of all learners with a statement and may be assigned by the Director General DES to serve in any College, School, Resource Centre, Learning support Centre or Educational Institution, including on a shared basis serving in more than one school / Centre / Institution, in Malta and / or Gozo according to the exigencies of the MEDE

#### **4.0 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 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 license 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 recognised qualification at MQF Level 5 or an accumulation of recognised qualifications at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Inclusive Education;
- 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 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).

## **5.0 Submission of supporting documentation**

- 5.1 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.
- 5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

## **6.0 Selection procedure**

- 6.1 Eligible applicants will be assessed by a selection board to assess their suitability for the position. The maximum mark for this selection process is 800 and the minimum

mark is 400. The Assessment Criteria can be accessed on <https://education.gov.mt/en/Pages/vacancies.aspx>.

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 in the field of disability.

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

## **7.0 Submission of applications**

7.1 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 **noon (Central European Time) of Tuesday 27<sup>th</sup> December 2016**. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully.

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 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 number, Grade, telephone number & 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.

7.4 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:

- 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 (not applicable in view of paragraph 7.1);
- retention of documents,

may be viewed by accessing the website of the People and Standards Division at the address

<https://opm.gov.mt/en/PSD/RESOURCING/Pages/Forms%20and%20Templates/Form>

[s-and-Templates.aspx](#) . These general provisions are to be regarded as an integral part of this call for applications.