

**MINISTRY FOR EDUCATION AND EMPLOYMENT**

**POSITION OF LEARNING SUPPORT CENTRE MANAGER WITHIN THE  
MINISTRY FOR EDUCATION AND EMPLOYMENT**

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

*"In accordance with clause 3.1(l) of the current Collective Agreement, nomenclatures importing the male gender include also the female gender".*

**1.0 Introduction**

1.1 The Permanent Secretary, Ministry for Education and Employment invites applications for the position of a Learning Support Centre Manager within the Ministry for Education and Employment (MEDE).

**2.0 Duration of assignment and Conditions**

2.1 A selected candidate will enter into a thirty-six (36) month assignment as a Learning Support Centre within the Ministry for Education and Employment, which may be renewed for further periods. Unsatisfactory performance as a Learning Support Centre Manager during the assignment period will lead to termination of the assignment.

2.2 The position of a Learning Support Centre Manager is subject to a probationary period of twelve (12) months.

2.3 This position is on a full-time basis and the selected candidate may be required to work a maximum of a six (6) day flexible working week with an average of forty (40) hours per week distributed over a calendar year according to a work schedule established by MEDE and is subject to the rules and regulations governing from time to time the Malta Public Service in general and MEDE in particular and involves liability to be deployed according to the exigencies of the Malta Public Service.

**3.0 Salary pegged to the position**

3.1 The salary attached to the position of a Learning Support Centre Manager is equivalent to Salary Scale 6 (which in the year 2016 is € 23,600.02, per annum rising by annual increments of € 596.33 up to a maximum of € 27,178.00).

3.2 The selected candidate is entitled to a Performance Bonus of up to 10% of the basic salary and this entitlement will be subject to the established performance review procedure. The appointee will not be entitled to other perquisites pertaining to an appointment to a Headship position. If a selected candidate is a Public Officer pensionable under the Pensions Ordinance (Cap. 93), his/her Treasury Pension/Gratuity shall be calculated on his/her substantive grade and salary scale.

**4.0 Duties**

4.1 The duties of a Learning Support Centre Manager shall include the following:

- evaluating, developing and monitoring educational support structures and practices for students with social and emotional behavioural difficulties.

## APPENDIX A

- manages the Learning Support Centre on a daily basis and ensures the implementation of the Centre's policies and development plans.
- setting and implementing an effective management structure with clearly defined procedures for accountability and reporting framework.
- collaborating with the Directorate (DES)'s Psycho-Social Services, with the SEBD Specialist, and with other support services and agencies for the provision of educational, social and psychological support to students and for their inclusion in the mainstream school and the general community.
- overseeing the development of a differentiated curriculum and individual psycho-educational support plans for students attending the learning centres.
- being able to create a safe and disciplined environment conducive to effective learning.
- providing opportunities for the training and continued professional development of the learning centre personnel
- developing working links with students' parents or guardians.
- planning, implementing and evaluating strategies for the continued development of Learning Support Centres.
- Participates in case conferences regarding students with social, emotional and behavioural difficulties and collaborates with the school's SMT where these students attend.
- contributing to the development and implementation of new policies within the Learning Support Centres.
- collaborating with the Service Manager (Special Education) and the Service Manager (Inclusive Education) together with the College Principal when it is required to discuss the way forward of the student's educational programme.
- collaborating with the Service Manager (Special Education) and the College Principal to set budgets and monitor finances with approved estimates.
- participating in outreach programmes as necessary;
- participating in research and projects as required
- performing other duties assigned from time to time as requested by the Director Student Services and DG Educational Services as related to this position;
- performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

4.2 A Learning Support Centre Manager may be deployed in, National Centres, Colleges, schools, offices or set ups at national level, as managed by MEDE to contribute to the implementation of the individual educational programme of students with special needs.

## **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**
- (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) have the ability to communicate in both the English and Maltese Languages;
- (iii) (a) in possession of a recognised 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 and Behavioural Difficulties; **and**
- (b) four (4) years relevant work experience; **OR**

## APPENDIX A

- (iv) (a) in possession of a recognised 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 Social, Emotional and Behavioural Difficulties; **and**
  - (b) four (4) years relevant work experience; **OR**
- (v) (a) a recognised 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 Social Sciences related to Learning Difficulties and/or Learning Disabilities or in Teaching Education; **and**
  - (b) a recognised 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 and Behavioural Difficulties, or in Social Sciences related to Learning Difficulties and/or Learning Disabilities; **and**
  - (c) two (2) years relevant work experience;

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.

For the purpose of this call of applications, relevant work experience referred to in paragraph 5.1 (iii) includes also teaching experience.

- (vi) of conduct which is appropriate to the post/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).

- 5.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 5.1, have proven relevant work experience including teaching experience and/or managerial/administrative experience.
- 5.3 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).

## **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 attached to the application. Scanned copies sent electronically are acceptable.
- 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 250 and the pass mark is 150. The Assessment Criteria can be accessed on <https://education.gov.mt/en/Pages/vacancies.aspx>.
- 7.2 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 Monday 26th September 2016**. 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 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.
- 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:
- other applicable conditions;
  - reasonable accommodation for registered persons with disability;

## APPENDIX A

- 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;
- retention of documents

may be viewed by accessing the website of the Public Administration HR Office at the address :  
<http://opm.gov.mt/en/PAHRO/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.

For the purpose of paragraph 6.2 of the General Provision of this call for application, the fax number is +365 2598 2264.