

MINISTRY FOR EDUCATION AND EMPLOYMENT

POST OF EDUCATION SUPPORT PRACTITIONER (RESOURCE WORKER) FOR THE PROJECT “*LENTI FUQ L-IŻVILUPP TA’ WLIEDNA*” WITHIN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

(as per Ministry’s HR plan for the year 2016)

In accordance with clause 3.1(I) 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 post of Education Support Practitioner (Resource Worker) for the project “*Lenti fuq l-Iżvilupp ta’ Wliedna*” within the Ministry for Education and Employment (MEDE).

2.0 Terms and Conditions

2.1 The salary for the post of Education Support Practitioner (Resource Worker) is Salary Scale 10 currently, €18,127.98 per annum, rising by annual increments of €407.67 up to a maximum of €20,574.00.

2.2 An Education Support Practitioner (Resource Worker) will progress to Scale 9 (€19,320.02 x €447.33 - €22,004.00 on completion of five (5) years satisfactory service in the grade.

2.3 Furthermore, an Education Support Practitioner (Resource Worker) will proceed to Senior Education Support Practitioner (Resource Worker) (Scale 8) (€20,619.02 x €486.83 - €23,540.00) 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.

2.4 The salary of an Education Support Practitioner (Resource Worker) may be co-financed through EU funds up till December 2020. From then onwards (January 2021) the salary of an Education Support Practitioner (Resource Worker) will be covered through National Funds.

3.0 Duties and Responsibilities

3.1 The duties and responsibilities of an Education Support Practitioner (Resource Worker) shall include the following:

- follow children referred after being assessed from the National Screening project *Lenti fuq l-Iżvilupp ta’ Wliedna*;
- working with children at home, Child-Care Centre or school, whose ages may be from 0 to 5 years and, who are experiencing difficulties in two or more of the following developmental areas:



- physical (gross and fine motor development);
 - communication and language development;
 - cognitive, numeracy and literacy development;
 - personal, social & emotional development.
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- supporting classroom teachers, special educators, learning support assistants, KGAs, INCOs, SMT and parents/carers/guardians in the development of a variety of strategies to meet the individual educational needs of students;
 - assessing the functional needs of children, plan and manage child-centred interventions within the home/child-care centre and school setting, involving families, teachers, learning support assistants and other stakeholders;
 - offering advice and implement programmes related to the physical, sensory, cognitive, communication and social environment of the student;
 - offering after school intervention programmes individually or in small groups to students needing more intensive intervention as an integral part of the educational programme;
 - working with children who are experiencing developmental, medical, psychological, physical, learning and/or other difficulties;
 - optimising the child's functional ability and independence to provide help and advice to children, their families and educators in home, school and childcare centre by employing specific, selected and graded activities;
 - consulting with the personnel of the Access Communication and Technology Unit (ACTU), the 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;
 - supporting parents/carers/guardians in the planning and implementation of an education programme that is structured according to the child's needs;
 - writing education reports to be presented during case conferences;
 - planning and giving individual sessions according to the needs of the child;
 - documenting, monitoring and evaluating intervention and providing assessment as well as progress reports on children in line with Individual Educational Plans (IEPs);
 - supporting the child during the transition from home to school/child-care centre, participating in IEP sessions;



- regularly monitoring and recording child's progress;
- liaising with Education Officers, Inclusion Coordinators (INCOs), Learning Support Assistants and other educational staff regarding the children's needs with appropriate intervention strategies as reflected in the inclusive curriculum project as implemented by the Project Leader or his/her delegate;
- conducting training sessions with educational staff on differentiated strategies that can help all children to succeed;
- keeping abreast of new developments in the area of early intervention, and attending training when this is made available;
- providing information and advice through various methods including telephone, email, website and written materials;
- participating in research, pilot projects and continuing staff development;
- performing any other duties according to the exigencies of the Public Service as directed by the Project Leader or his/her delegate.
- performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

3.2 An Education Support Practitioner (Resource Worker) can be deployed to perform duties in homes, Child-Care Centres and schools to contribute to the implementation of the individual educational programme of children with individual educational needs at national level.

4.0 Eligibility requirements

4.1 By the closing time and date of this call for applications, applicants must be:

- (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 both the English and Maltese languages;
- (iii) 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 Sciences related to Learning Difficulties and/or Learning Disabilities and/or Inclusive and Special Education.

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.

- (iv) of good moral character (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).

4.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 4.1, have proven relevant work experience including teaching experience.

4.3 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 in paragraph 8).



5.0 Submission of supporting documentation

- 5.1 Qualifications and/or experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript in English (Diploma/Certificate supplement), showing the Degree obtained and the final classification. Scanned copies sent electronically are acceptable.
- 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 determine their suitability for the post. The maximum mark for this selection process is 200 and the pass mark is 100. The Assessment Criteria can be accessed on: <http://education.gov.mt/en/Pages/vacancies.aspx>
- 6.2 A notification of results published can be accessed on: <http://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 (**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.
- 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, indicating clearly the applicant's full name & surname, ID nos. Grade, tel. nos. & residential address together with the reference of the said call applied for. A copy of the GP 47 will be sent to the applicant by e-mail while 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:

- other applicable conditions;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- 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 Public Administration HR Office at the address <http://opm.gov.mt/en/PAHRO/RESOURCING/Pages/Forms%20and%20Templates/Forms-and-Templates.aspx> or may be obtained from the Customer Care Section of the Ministry for Education and Employment, Great Siege Road, Floriana, VLT 2000. These general provisions are to be regarded as an integral part of this call for applications.

For the purpose of paragraph 5.2 of the General Provisions of this call for applications, the e-mail is info.education@gov.mt.

