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

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, Ministry for Education and Employment (MEDE), invites applications for the post of 
Head of Department (Inclusion) within the Ministry for Education and Employment.

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 Department (Inclusion) is Salary Scale 6, which in the year 2020 is 
equivalent to, €26,543 per annum, rising by annual increments of €596.33 up to a maximum of €30,121.

2.3 A Head of Department shall benefit from the educator’s class allowance, which in 2020 is €2,784 per annum 
and a Work Resources Fund, which in 2020 is €616 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.

Duties

3.1 A Head of Department is responsible to generally coordinate and support the development of the specific 
area with which s/he is entrusted, across a number of schools, contributing as may be required, in National 
coordination of, and initiatives related to, the same field under the direction of MEDE. 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 (Inclusion) include:

i. acting as the inclusive educational leader at the local level, specifically at School and College level, under the direction of the Head of School at school level and the Head of College Network at college level, whilst following National direction from the designated authority, typically through the Education Officer/s;

ii. acting as advisor to all Teaching Grades, but shall focus on the quality of support provided by the Learning Support Educators;

iii. participating in the development of a College-wide Inclusion policy and in collaboration with the College Principal, the Senior Management Team (SMT) of the school, school staff, learners and parents;

iv. ensuring the effective implementation and monitoring of this policy and related actions so as to ensure equitable access to a relevant curriculum for learners with Individual Educational Needs (IENs);

v. overseeing the formulation, implementation and review of Individual Educational Programmes (IEPs) for learners with IENs;

vi. ensuring the co-ordination of the provision of access arrangements for learners with IENs;

vii. adopting and working towards the implementation of the school development plan of the particular school/s they are giving service in;

viii. compiling, accessing and regularly monitoring the records of learners with IENs;

ix. advising the Senior Management Team (SMT) on the procurement and management of IEN resources in schools and monitoring their utilisation;

x. ensuring that Individual Transition Programmes (ITP) are implemented before transition from one school to another or from one sector to another and participating in the development of such programmes, including school-to-work ITPs where applicable;

xi. coordinating all staff assigned to learners with IENs;

xii. liaising with feeder and receiver schools;

xiii. facilitating links between Colleges, Learning Centres, Resource Centres and other specialised services through networking activities;

xiv. mentoring and supporting other teachers/learning support assistants in their speciality;

xv. ensuring that learners with IENs are encouraged to develop functional skills and where possible to begin taking responsibility of their own learning and enhancing their independent skills;

xvi. liaising with and providing technical advice to colleagues in schools and other professionals, including the College and school multi-disciplinary team, who are in contact with learners with IENs;

xvii. under the direction of the Director National School Support Services and/or his/her delegate, relative College Principal and Head of School, liaising with external agencies involved in supporting learners with IENs;

xviii. coordinating professional development opportunities for colleagues and participating in Continuing Professional Development (CPD);

xix. liaising with, guiding and collaborating with parents/guardians of learners with IENs;

xx. encouraging participation in EU projects and other projects in accordance with the SDP targets and as agreed with the Senior Management Team;

xxi. performing other duties assigned by the Director/s General, and/or the Permanent Secretary MEDE;

xxii. performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.
3.2 Heads of Departments shall generally be organised across schools. Each college shall gradually have all the Curricular Areas (either at subject or at area level), as established from time to time by the National Curriculum Framework, covered by the services of a team of Head of Department directly accountable to the Head of College Network, or his delegate, in as far as Head of Department duties are concerned. Heads of Departments may give service in more than one college depending on the arising needs.

3.3 Heads of Departments shall be considered as part and parcel of the School Management Team and must be involved in all meetings at school level that involves discussion about curriculum matters.

3.4 Parties agree that the support to other colleagues through transfer and knowledge sharing constitutes an intrinsic part of the responsibilities of a Head of Department; and shall hence endeavour to facilitate acquisition of skills necessary from time to time on mutually agreed parameters.

3.5 Head of Department shall be expected to undergo specialised education and training sponsored by the Education Authorities.

3.6 Head of Department may be deployed on duties and responsibilities above, in more than one College/Resource Centre or National Centres, offices or other set-ups responsible for Inclusive and Special Education managed by the Education Authorities.

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 Organizations who:

(i) are confirmed in their current grade of Teacher and in possession of a Permanent Teachers Warrant; AND

(a) in possession of a recognised qualification (Degree) 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 Inclusive Education or a comparable professional qualification or a recognised Post-Graduate qualification at Diploma or Degree level at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regards to programmes commencing as from October 2008) in Inclusive Education or a comparable professional qualification issued by an institution of higher education duly recognised by the Education Authorities; AND

(b) have not less than ten (10) scholastic years teaching experience in a licensed school, or in an educational institution established under the Education Act (Capt. 327) or any other law regulating the education sector in Malta, of which at least five (5) years would preferably be in a state school;

OR

(ii) are confirmed in their current grade of Learning Support Educator III; AND

(a) in possession of a recognised qualification (Degree) 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 Inclusive Education or a comparable professional qualification or a recognised Post-Graduate qualification at Diploma or Degree level at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regards to programmes commencing as from October 2008) in Inclusive Education or a comparable professional qualification issued by an institution of higher education duly recognised by the Education Authorities; AND

(b) have not less than thirteen (13) scholastic years performing Learning Support Educator duties in a licensed school, or in an educational institution established under the Education Act (Capt. 327) or any other law regulating the education sector in Malta;

OR

(iii) are confirmed in their current grade of Learning Support Educator II; AND

(a) in possession of a recognised qualification (Diploma) at MQF Level 5 (subject to a minimum of 60
ECTS/ECVET credits, or equivalent) in Facilitating Inclusive Education or a comparable professional qualification in the field of education for students with a disability; **AND**

(b) in possession of a recognised qualification (Degree) 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 Inclusive Education or a comparable professional qualification or a recognised Post-Graduate qualification at Diploma or Degree level at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regards to programmes commencing as from October 2008) in Inclusive Education or a comparable professional qualification issued by an institution of higher education duly recognised by the Education Authorities; **AND**

(c) have not less than fifteen (15) scholastic years performing Learning Support Educator duties in a licensed school, or in an educational institution established under the Education Act (Capt. 327) or any other law regulating the education sector in Malta.

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) and (iii) 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) (b), 4.1 (ii) (b) and 4.1 (iii) (c) 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.

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/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.

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.5 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](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 100.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, 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), 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 noon (Central European Time) of Monday, 09th March 2020.

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 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.

7.3 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.

7.4 Further details concerning the submission of applications are contained in the general provisions referred to below.

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;
- 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.

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Dr. Francis Fabri
Permanent Secretary
Ministry for Education and Employment