APPENDIX A

MINISTRY FOR EDUCATION AND EMPLOYMENT

POSITION OF SUPPLY TEACHER
IN THE DIRECTORATE FOR EDUCATIONAL SERVICES (DES)

(Capacity building approval dated 21 August 2013)

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

1.0 General

1.1 The Permanent Secretary, Ministry for Education and Employment, invites applications for the position of Supply Teacher in the Directorate for Educational Services (DES) to work in Malta and/or Gozo in State Colleges and Educational Institutions for a definite period on a temporary full-time or part-time basis, as and when required.

1.2 The mission of the DES is to ensure the effective and efficient operation and delivery of services to the Colleges and schools within an established framework of decentralisation and autonomy.

1.3 The functions of the DES are established by the Education Act (CAP 327 of the Laws of Malta) which may be consulted on: http://education.gov.mt/en/resources/Pages/Legislation.aspx.

1.4 The sectors/subjects/areas applicants may wish to apply for are as follows:

(i) Primary Schools Sector;

(ii) Resource Centres Sector and/or Learning Support Centres;

(iii) The following subjects in the Resource Centres:

   - Home Economics;
   - Information Communication Technology (ICT);
   - Design & Technology;
   - Integrated Science;

(iv) The following subjects in the Primary, and/or Secondary Sectors:

   - Art;
   - Music;
   - Physical Education (PE);
• Personal and Social Development (PSD);

Applicants applying for any of the four subjects mentioned above, may if chosen, be posted at any of the two (2) sectors mentioned in this paragraph 1.4(iv) according to the exigencies of the Malta Public Service.

(v) The following subjects in the Secondary and/or Post-Secondary Sector:

• Accounting;
• Arabic;
• Biology;
• Business Studies;
• Chemistry;
• Classical Studies;
• Computing and/or Information Technology (IT);
• Design and Technology;
• Economics;
• Engineering Drawing and Computer Aided Design (CAD);
• English;
• Environmental Science;
• European Studies;
• French;
• Geography;
• German;
• Graphical Communication;
• History;
• Home Economics;
• Italian;
• Information and Communication Technology (ICT);
• Integrated Science;
• Maltese;
• Marketing;
• Mathematics;
• Philosophy;
• Physics;
• Psychology;
• Religion;
• Russian;
• Sociology;
• Social Studies;
• Spanish;
• Systems of Knowledge;
• Textiles Studies.

1.4.1 A selected candidate of Accounting or Economics may also be required to teach Business Studies according to the exigencies of the Malta Public Service;

1.4.2 A selected candidate of Biology, Chemistry or Physics may also be required to teach Integrated Science according to the exigencies of the Malta Public Service;

1.4.3 A selected candidate of Computing and/or Information Technology may also be required to teach Information and Communication Technology (ICT) according to the exigencies of the Malta Public Service.

1.4.4 A selected candidate of Engineering Drawing and Computer Aided Design (CAD) may also be required to teach Graphical Communications according to the exigencies of the Malta Public Service DES/DQSE;

1.4.5 A selected candidate of Graphical Communication may also be required to teach Design and Technology according to the exigencies of the Malta Public Service;

1.4.6 A selected candidate of Design and Technology may also be required to teach Resistant Materials and Electronics and/or Food & Textiles according to the exigencies of the Malta Public Service. The selected candidate will be required to undergo special training as directed to enhance his/her competences in areas related to Food & Textiles;

1.4.7 According to the exigencies of the Malta Public Service, a selected candidate whose main area of specialisation is:

• Home Economics may also be requested to teach the Health component in the Learning Area Physical and Health Education (PHE);
• **Home Economics** with credits/ects relevant to **Textiles** may also be required to teach **Home Economics** and/or **Textiles Studies**;

• **Home Economics** with credits/ects relevant to **Design and Technology (Food and Textiles)** may also be required to teach **Home Economics** and/or **Design and Technology (Food and Textiles)**;

• **Textiles Studies** with credits/ects related to **Home Economics** may also be required to teach **Textiles Studies** and/or **Home Economics** and/or the Health component in the Learning Area **Physical and Health Education (PHE)**.

1.4.8 According to the exigencies of the Malta Public Service, a selected candidate whose main area of specialisation is:

• **Integrated Science** with credits/ects relevant to Chemistry may also be required to teach **Chemistry**;

• **Integrated Science** with credits/ects relevant to Biology may also be required to teach **Biology**;

• **Integrated Science** with credits/ects relevant to Physics may also be required to teach **Physics**.

2.0 **Terms and Conditions**

2.1 A selected candidate will be engaged as a Supply Teacher with the Directorate for Educational Services. The engagement will be on the basis of a definite contract for one (1) scholastic year or less, which may be renewed for further periods. Termination of the contract of employment is determined by arriving at a specific date or through the occurrence of a specific event, such as, but not only, the employment of a qualified teacher, the return to employment of a qualified teacher and/or the decrease in need of the number of teachers in a particular sector/subject/area, or any other provisions listed in the contract of employment, whichever is earlier. Unsatisfactory performance as Supply Teacher during the assignment period will lead to termination of the assignment.

2.2 Any offer of engagement is of an entirely temporary nature and is governed by the Memorandum of Understanding signed between the Government of Malta and the Malta Union of Teachers on the 26th of May 2009.

2.3 School days, hours and holidays shall be as established in the “**Agreement between the Government of Malta and the Malta Union of Teachers to further facilitate the implementation of an education reform process For All Children to Succeed**” signed on the 23rd August 2010.

3.0 **Salary**

3.1 The salary attached to the position of Supply Teacher shall be as follows:

(a) Supply Teachers who are recruited in terms of paragraph 5.1(iii) below (Category A(ii) result list) and in terms of paragraph 7.2 below (Category
A(i) result list), will be paid the minimum of Salary Scale 9, which in 2014 is €18,254.02 per annum if working on a full-time basis or a pro rata hourly rate according to the minimum of salary scale 9 if working on a part-time basis;

(b) Supply Teachers who are recruited in terms of paragraph 5.1(iv) (Category B result list) will be paid the minimum of Salary Scale 10, which in 2014 is €17,135.98 per annum if working on a full-time basis or a pro rata hourly rate according to the minimum of Salary Scale 10 if working on a part-time basis;

(c) Supply Teachers who are recruited in terms of paragraph 5.1(v) (Category C result list) will be paid the minimum of Salary Scale 12, which in 2014 is €15,106.00 per annum if working on a full-time basis or a pro rata hourly rate according to the minimum of Salary Scale 12 if working on a part-time basis.

3.2 A Supply Teacher will also be entitled to the annual bonus and the weekly income supplement, both in full if working on a full-time basis or on a pro-rata basis according to the number of contact and non-contact hours worked if working on a part-time basis, provided however that these are not already being enjoyed by him/her under any of the provisions of the Social Security Act.

4.0 Duties

4.1 The overall functions of a Supply Teacher shall include:

- To teach and educate students according to guidelines provided by the National Curriculum Framework under the overall guidance of the competent education authority;

- To teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the Head of School;

- Perform any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.

A detailed job description of the post can be obtained by accessing the following link: http://education.gov.mt/en/Pages/vacancies.aspx.

4.2 The selected candidate is expected to carry out his/her duties in utmost good faith, with due diligence and to the best of his/her abilities and he/she shall act in all respects according to the instructions and/or directives given to him/her by the Education Directorates, College Principal, and/or Head of School.

4.3 The selected candidate is required to follow professional development courses including an induction course as appropriate to his/her role and functions, and/or in-service training programmes, as directed by the Education Directorates, College Principal and/or Head of School.
4.4 The selected candidate shall adopt and work towards the implementation of the school development plan of the particular school or schools s/he is giving service in.

4.5 The selected candidate may be assigned to serve in any College, School, Resource Centre, Learning Support Centre or educational institution including serving in more than one school/centre/institution, in Malta and/or Gozo. The Director General DES, reserves the right to deploy selected candidates from one College/school/centre/institution to another according to the exigencies of the DES, including on a shared basis.

5.0 Eligibility Requirements

5.1 By the closing date and time 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. The Employment and Training Corporation should be consulted as necessary on this issue.

(ii) proficient in both the Maltese and English languages;

(iii) (a) in possession of a Bachelor of Education (Hons.), or a recognised appropriate comparable qualification, in the sector/subject/area applied for; OR
(b) in possession of a First Degree, or a recognised appropriate comparable qualification, and a Post-Graduate Certificate in Education, or a recognised appropriate comparable qualification, in the sector/subject/area applied for; OR

(c) in possession of any first degree, or a recognised appropriate comparable qualification, in addition to a Master’s degree in the sector/subject/area applied for, or a recognised appropriate comparable qualification; OR

(d) in possession of any of the requisites in paragraph 5.1(iii)(a), (b) and (c), but not in the subject/area applied for, on condition that they are in possession of an Advanced Matriculation Level (minimum Grade E), or a recognised appropriate comparable qualification (MQF level 4) in the subject/area applied for;

(e) for the Primary Sector and/or the Resource Centres Sector and/or the Learning Support Centres, applicants may apply with the requisites in paragraph 5.1(iii)(a), (b) and (c) above in any sector/subject/area;

All the applicants applying under paragraph 5.1(iii) above would need to be eligible for a Permanent Warrant;

(iv) in the absence of applications from eligible applicants according to paragraph 5.1(iii) above and/or in the absence of successful candidates, eligibility shall be extended to applicants in possession of:

(a) any first degree, or a recognised appropriate comparable qualification, in addition to a Master’s degree in the sector/subject/area applied for, or a recognised appropriate comparable qualification; OR

(b) a first degree in the sector/subject/area applied for, or a recognised appropriate comparable qualification; OR

(c) in possession of any of the qualifications mentioned in paragraph 5.1(iv)(a) or (b), but not in the subject/area applied for, on condition that they are in possession of an Advanced Matriculation Level (minimum Grade E) (MQF level 4), or a recognised appropriate comparable qualification in the related subject/area applied for;

(d) for Primary Sector and/or Resource Centres Sector and/or Learning Support Centres: in possession of any of the requisites in 5.1(iv)(a) or (b) in any sector/subject/area;

(v) in the absence of applications from eligible applicants according to paragraph 5.1(iii), and (iv) above and/or in the absence of successful candidates, eligibility shall be extended to applicants qualified in not less than:

(a) two (2) subjects at Advanced Matriculation Level (minimum grade E) (MQF level 4), or a recognised appropriate comparable qualification, where one of the Advanced Matriculation Level (minimum Grade E) must be in the subject applied for; AND
(b) four (4) passes at Ordinary Level (O Level Grade A-C) and/or Secondary Education Certificate (SEC Grade 1-5) (MQF Level 3), or a recognised comparable qualification, which must include English Language, Maltese Language and Mathematics;

In the case of Physical Education, eligibility shall be extended to applicants in possession of an MQF level 4 in Sports, AND four (4) passes at Ordinary Level (O Level Grade A-C) and/or Secondary Education Certificate (SEC Grade 1-5) (MQF Level 3), or a recognised comparable qualification, which must include English Language, Maltese Language and Mathematics.

In the case of Engineering Drawing/Computer Aided Design, applicants who sat for their A Level examinations in Engineering Drawing in 2010 or before, need to produce an Advanced Matriculation Level (minimum Grade E) (MQF level 4) in Engineering Drawing and Level 2D and 3D City and Guilds Certificates in Computer Aided Design, or recognised appropriate comparable qualification. Candidates who sat for their A Level in 2011 onwards need only to produce the Engineering Drawing A Level certificate as now this includes components in CAD.

Qualifications at a higher level than those 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 interview.

(vi) of good moral character (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47) which can be requested via: https://education.gov.mt/en/Documents/Vacancies/GP47.pdf; 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.

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 in paragraph 9.1 below).

6.0 Submission of Supporting Documentation

6.1 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.

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.

7.2 Applicants who apply for the call for application for the post of Teacher 2014, and concurrently apply for this call (Supply Teacher) by the closing date and time indicated in the call for applications for the post of Teacher 2014, will, if successful in the Teacher Call 2014, be placed on an order of merit list named Category A(i).

7.3 A successful candidate who applies in terms of paragraph 5.1(iii) above, will be put on an order of merit list named Category A(ii). Those applying in terms of paragraph 5.1(iv) will be put on a order of merit list named Category B and those applying in terms of paragraph 5.1(v) will be put on a order of merit list named Category C.

7.4 Category A(i) result lists will be given preference over Category A(ii) and these in turn will be given preference over Category B result lists and these in turn will be given preference over Category C result lists. Hence, successful applicants who apply in terms of the call for application for the post of Teacher 2014, (Category A(i) result lists) will be considered first for employment.

7.5 In the absence of Category A(i) result lists in the sector/subject/area, successful candidates who apply in terms of paragraph 5.1(iii) above, will be given preference over successful candidates who apply in terms of paragraph 5.1(iv) above and these in turn be given preference over successful applicants who apply in terms of paragraph 5.1(v) above. Hence, applicants applying under paragraph 5.1(iii), (iv) and (v) will only be considered once the order of merit of Category A(i) referred to in paragraph 7.2, has been exhausted and if vacancies still exist.

7.6 Consequently, separate result lists will be published according to the order of merit pertaining to the sector/subject/area mentioned in paragraph 1.4 above, and in accordance with paragraphs 5.1, 7.2, and 7.3. The result list will remain valid for two years from date of publication or until the result list is exhausted, whichever is earlier.

7.7 However, applicants who concurrently applied for the call for application for the post of Teacher 2014 and this call (Supply Teacher), and were considered ineligible, absent, withdrawn, or failed in the order of merit list for the call for application for the post of Teacher 2014, will be assessed again by the Supply Teacher selection board to determine their eligibility and suitability for the position of Supply Teacher, if and when vacancies arise in the sectors/subjects/areas mentioned in paragraph 1.4 above.

7.8 The selection process for this call (Supply Teacher) will be suspended during the selection process for the Teacher call 2014, on condition that there are eligible applicants and/or a successful result list for that particular sector/subject/area.
mentioned in paragraph 1.4 above. However, such a suspension of the selection process will not remain in force if there are no applications and/or no successful result list for that sector/subject/area.

8.0 Submission of Applications

8.1 Applicants are to fill in one (1) application form for every sector/subject/area they wish to apply for. Applications, together with an updated Service and Leave Record Form (GP 47 – https://education.gov.mt/en/Documents/Vacancies/GP47.pdf) in the case of Public Offices and a summary of qualifications and experiences in the European Curriculum Vitae Format will be received up to noon (Central European Time) of Friday 27 March 2015 by the Customer Care Section, Great Siege Road, Floriana VLT 2000 or the Education Office, Victoria, Gozo. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2 However, due to the exigencies of the DES, the selection process will initially consider, applications received by noon (Central European Time) of Friday 16 May 2014. Successful candidates in every sector/subject/area will be placed in an order of merit list which will remain valid for two years from the date of publication or until the result list is exhausted, whichever is earlier.

8.3 However, should the order of merit list be exhausted as a result of additional vacancies in the sector/subject/area mentioned in paragraph 1.4, other applicants may be assessed without recourse to a new call for applications, provided they would have submitted their application by noon (Central European Time) of Friday 27 March 2015.

8.4 Applicants must, together with this application, submit an application for a temporary teachers’ warrant. The application form can be downloaded via: www.teachingprofession.gov.mt. Both applications must be submitted together. Applications for a temporary teacher's warrant will only be processed by the Council for the Teaching Profession if an applicant is offered and enters into a fixed term contract with the DES.

9.0 General Provisions

9.1 General provisions concerning this call for applications, with particular reference to:

- the conditions relating to the assignment/contract;
- reasonable accommodation for registered persons with disability;
- 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, may be viewed by accessing the website of the Public Administration HR Office at the address http://www.pahro.gov.mt/file.aspx?f=371. 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 Provisions of this call for applications, the fax number is +356 2598 2264.