



Ref: DES 12/2022

Date: 10th June 2022

**Internal call for applications to perform duties as a Learning Support Educator
(LSE) to support the Autism Spectrum Support Team (ASST)
for Primary and Secondary Schools in Malta**

Further to circular HR 05/2022, kindly find below the eligibility criteria and job description for the above mentioned call.

1.0 Introduction

The Directorate for Human Resources (DHR) is inviting applications from Learning Support Educator (LSE) to perform duties and support the Autism Spectrum Support Team (ASST) for primary and secondary schools in Malta.

2.0 Eligibility Criteria

2.1 Applicants must:

- (i) have a minimum of **five (5) scholastic** years' experience in the primary/secondary sector;
- (ii) be in possession of a recognised appropriate Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or higher in the area of Autism or Inclusive education).

3.0 Duties and Responsibilities

3.1 The duties and responsibilities of the selected candidate shall include:

- (a) performing all the duties of an LSE (see: Job Descriptions Handbook, July 2007);
- (b) supporting students with Autism Spectrum Disorders at school as a part of a team working with the learner;
- (c) liaising and supporting Heads of Schools, Education Officers (Inclusion), other Education Officers (EOs), Head of Department (Inclusion), Class Teachers, Learning Support Educators (LSEs) and other educational staff on the support and /or educational provision which can be offered at School/College level;

- (d) supporting and advising parents/guardians, Class Teachers, Learning Support Educators and the Senior Management Team on the needs of learners with autism spectrum disorders while also empowering parents in taking informed decisions on support services available and relevant eligibility criteria;
- (e) advising on the resources available for the learners according to his/her individual needs including visual schedules, social communication skills, behaviour support strategies, sensory issues and communication strategies;
- (f) assisting in the assessment of the learner with autism spectrum disorders and in planning an individual educational programme (IEP) together with other professionals tailored to his/her needs;
- (g) participating in IEP sessions, reviews and transition sessions of the learners;
- (h) planning and giving individual session according to the needs of the learners;
- (i) advising and discussing access arrangements for examinations with the competent authorities;
- (j) keeping updated records of the observations and implementation strategies with the learners;
- (k) keeping abreast of new developments in the area of autism spectrum disorder, and attend training when this is made available;
- (l) to work in close collaboration with the College Education Psycho-Social Team;
- (m) providing information and training sessions to school teams and parents / guardians;
- (n) participating in CoPE sessions and other training courses as well as in continuing professional development (CPD) opportunities;
- (o) attend training as organised by NSSS;
- (p) working on the implementation of the National Inclusion Policy with special reference to the Managing Behaviour and Addressing Bullying Behaviour in Schools Policy;
- (q) reporting as required to the Director NSSS and his/ her delegate;
- (r) performing any other duties requested from time to time according to the exigencies of the service.

4.0 Selection Procedure

4.1 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. As part of the interview eligible applicants are expected to:

- i. Show professional knowledge, competences and attitudes through case study/studies and a series of questions in Maltese.

4.2 Eligible applicants are to bring their own laptop/tablet and to provide the selection board with a printed version of the presentation. In the absence of a laptop/tablet, candidates are required to have access to the presentation through a memory stick. The Assessment Criteria can be accessed on ilearn.edu.mt.

5.0 General Provisions

5.1 The general provisions governing the lateral posts are to be considered as an integral part of this internal call for applications and may be viewed through the following link: <https://education.gov.mt/en/vacancies/Pages/Vacancies.aspx>.

5.2 Applications can **only** be submitted through the following link: <https://edurecruitment.gov.mt> which will be available till **1200 hours (Central European Time) of Monday, 27th June 2022**.

5.3 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. The HRD cannot be held responsible for any delay due to such difficulties.

5.4 Applicants in receipt of a notification via the edurecruitment portal to attend for the interview and who are no longer interested or cannot keep the interview should use the links provided in the e-mail received.

5.5 MEYR employees 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 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.

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(MEYR)