

MINISTRY FOR EDUCATION AND EMPLOYMENT

POSITION OF PART-TIME EDUCATOR FOR THE MIKIEL ANTON VASSALLI COLLEGE (VISUAL AND PERFORMING ARTS) IN MALTA WITHIN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

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 Education Regulations 2016) in its recruitment process.

Nomenclatures denoting the male gender include also the female gender

1.0 Introduction

- 1.1 The Permanent Secretary, Ministry for Education and Employment (MEDE) invites applications for the position of part-time Educator to serve within the Mikiel Anton Vassalli College in Malta within the Ministry for Education and Employment, for a definite period on a part-time basis, as and when required.
- 1.2 Applicants may wish to apply for the position of part-time Educator in one or more of the following subject/s/area/s:

Music:

1. Accordion
2. Aural Training
3. Bagpipe
4. Bass Guitar
5. Bass Tuba
6. Bassoon
7. Chamber Music
8. Choir
9. Clarinet
10. Classical Guitar
11. Classical Voice
12. Composition
13. Conducting
14. Contemporary Guitar
15. Contemporary Voice
16. Double Bass
17. Drums and Percussion
18. Electronic Music
19. Euphonium
20. Flute
21. French Horn
22. Harp
23. Introduction to Music

24. Jazz Improvisation
25. Jazz Knowledge and Understanding
26. Music Knowledge and Understanding
27. Music Editing
28. Music Research
29. Oboe
30. Pianoforte
31. Pianoforte Accompaniment
32. Saxophone
33. Solfeggio (sight-singing)
34. Trombone
35. Trumpet
36. Viola
37. Violin
38. Violincello

Art:

1. Sculpture: Modelling & Casting
2. Sculpture: Wood & Stone
3. Visual Arts: Drawing & Painting

Drama:

1. Acting and Drama

Dance:

1. Ballet
2. Contemporary Dance
3. Flamenco
4. Freestyle
5. Jazz

General Subjects:

1. Marketing & PR
2. Event Management
3. Subject Pedagogy Coordinator
4. Archives/Librarianship
5. Audio Visual Technical Support

1.3 A selected candidate may be deployed in any of the Visual and Performing Arts (VPA) schools in Malta that fall under the Mikiel Anton Vassalli College according to the exigencies of the Malta Public Service and the subject/s/ area/s applied for. The schools falling under Mikiel Anton Vassalli College in Malta are:

- School of Music, Hamrun
- School of Drama and Dance, B'Bajda
- School of Art, Valletta

The Mikiel Anton Vassalli College offers several courses, at different times of the day from Mondays to Saturdays. Courses are usually held between 15:00 and 20:00 on week days, and from 08:30 to 12.30 on Saturdays. Other time schedules for learning courses may apply to ensure that all learner needs are met.

- 1.4 A selected candidate may be required to undergo any special training as deemed necessary.

2.0 Duration of Assignment and conditions

- 2.1 A selected candidate will be engaged as a part-time Educator within MEDE. The engagement will be on a definite basis for one (1) scholastic year or less, which may be renewed for further periods.
- 2.2 The position of part-time Educator is subject to a probationary period of three (3) months.
- 2.3 Since this is a position linked to the completion of specific tasks, the position of part-time Educator falls under sub-regulation 7 (4) Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".
- 2.4 Educators shall work on a part-time basis for a number of hours per week (maximum of 25 hours weekly) which will be determined prior to the beginning of the scholastic year depending on the number of applicants who would have applied to attend learning courses and/or any arising exigencies which may arise from time to time.
- 2.5 The provisions relating to benefits and entitlements described in the Public Service Management Code such as vacation and sick leave are in the case of part-timers applicable on a pro-rata basis. Vacation leave is to be availed of during the school holidays.
- 2.6 School days, hours and holidays shall be as established in the "*Agreement between the Government of Malta and the Malta Union of Teachers*" signed on the 21st December 2017.

3.0 Salary pegged to the position

- 3.1 A part-time Educator shall be paid at the rate of €11.65 per hour according to the number of lessons/work assigned plus pro-rata bonuses (mid-year and Christmas) and income supplement. The remuneration is inclusive of preparation, correction and contact time and any other related duties.

4.0 Duties

- 4.1 The overall functions of a part-time Educator within the Mikiel Anton Vassalli College shall include:
 - a. teaching and educating learners according to guidelines provided by the NCFHE and the competent education authorities;
 - b. teaching and educating learners according to the course learning outcomes, according to the abilities and potential of the individual learners;

- c. adopting and working towards the implementation of the school development plan;
- d. planning, preparing, delivering and evaluating lessons;
- e. assigning work, correcting and marking work carried out by the learners;
- f. assessing, recording and reporting on the development, progress, attainment and aptitude of one's learners, by providing feedback both in written and verbal forms;
- g. monitoring the attendance of students under one's care;
- h. providing guidance and advice to learners on their higher educational achievements and entrepreneurial opportunities;
- i. reflecting on one's own teaching and learning strategies, methodologies and programme/s in line with the course description and NCFHE guidelines;
- j. communicating, consulting and co-operating with other members of the school community and the relevant stakeholders;
- k. ensuring high standards of professional practice and quality of teaching and learning by participating in reciprocal peer review and following guidance given during class support visits carried out by the school leadership team;
- l. participating in continuous professional development (CPD) opportunities, staff development meetings and taking part in action research exercises;
- m. adhering to the School Quality Assurance Policy;
- n. participating in staff, group or other meetings, both locally and abroad, related to the school curriculum for the better organization and administration of the school;
- o. organising/ coordinating/ producing and/or marketing of performances, exhibitions and other educational events/activities/projects;
- p. performing any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.

4.2 Further details may be obtained from the website:

<https://education.gov.mt/en/education/Pages/Colleges/Mikiel-Anton-Vassalli-College.aspx>

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, because 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 Jobsplus should be consulted as necessary on this issue.

- (ii) have the ability to communicate in the Maltese and/or English language;
- (iii) 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 the subject/area applied for or a professional comparable qualification.
- (iv) In the absence of applications from eligible applicants according to paragraph 5.1(iii) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants 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 the subject/area applied for or a professional comparable qualification.
- (v) In the absence of applications from eligible applicants according to paragraph 5.1(iii) and (iv) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent, with regards to programmes commencing as from October 2003) in the subject/area applied for or a comparable professional qualification and have one (1) year experience as a part-time Educator.

- 5.2 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 regard 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/ECVET credits, or equivalent, taken as part of a recognized MQF level program of study, as required in the afore-mentioned eligibility criteria or higher, by the closing time and date of the call for applications.

- 5.3 Applicants must be of conduct which is appropriate to the 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).
- 5.4 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.
- 5.5 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).

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 uploaded on the edurecruitment portal <https://edurecruitment.gov.mt>, when you apply. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification.
- 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 only if and/or when vacancies arise. The maximum mark for this selection process is 400 and the pass mark is 200. As part of the interview eligible applicants are expected to:
- i. show professional knowledge, competences and attitudes through case study/studies covering both curricular and well-being aspects;
 - ii. bring their teaching portfolio for the interview.

In addition,

1. eligible applicants for **Art** are expected to give a presentation (max. 5 minutes) of their digital portfolio of current work.

2. eligible applicants for **Music – Voice** and/or **Aural Training** and/or **Instrumental Performance** educators are expected to give a live performance containing contrasting works (max. 5 minutes) and sight-sing a short, given excerpt presented during the interview.
3. eligible applicants for **Music – Composition** and/or **Conducting** and/or **Theory** and/or **Solfeggio** educators are expected to give a presentation (max. 5 minutes) of their digital portfolio of works and sight-sing a short, given excerpt presented during the interview.
4. eligible applicants for **Drama** are expected to give a presentation (max. 5 minutes) of their artistic portfolio including photos of different performances they were involved in.
5. eligible applicants for **Dance** are expected to give a presentation (max. 5 minutes) of their digital portfolio of current work.
6. eligible applicants for **General Subjects - Marketing & PR; Event Management; Subject Pedagogy Coordinator; Archives/Librarianship; Audio Visual Technical Support** educators are expected to give a presentation (max. 5 minutes) of their digital portfolio of current work.

All eligible applicants are to bring their own laptop/tablet. 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: <https://education.gov.mt/en/vacancies/Pages/Vacancies.aspx>

- 7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have a Teacher's Permanent Warrant and proven relevant work experience.
- 7.3 A successful candidate who applies in terms of paragraphs 5.1(iii) above, will be put on an order of merit list named Category A. Those applying in terms of paragraphs 5.1(iv) will be put on an order of merit list named Category B and those applying in terms of paragraphs 5.1(v) will be put on an order of merit list named Category C.
- 7.4 Successful candidates who apply in terms of paragraphs 5.1(iii) above, will be given preference over successful candidates who apply in terms of paragraphs 5.1(iv) above and these in turn be given preference over successful applicants who apply in terms of paragraphs 5.1(v) above. Hence, applicants applying under paragraphs 5.1(iv) and (v) will only be considered once the order of merit of Category A referred to in paragraph 7.3, has been exhausted and if vacancies still exist.
- 7.5 Consequently, separate result lists will be published according to the order of merit pertaining to the subject/area mentioned in paragraph 1.2 above, and in accordance with

section 5.1, and paragraphs 7.3 and 7.4. The result list will remain valid for one (1) year from date of publication or until the result list is exhausted, whichever is earlier.

8.0 Submission of Applications

8.1 Applicants may apply for more than one of the options listed in clause 1.2 above, by applying separately for every subject/area. However, it is the prerogative of MEDE to select under which option to offer employment to the selected candidates, according to the exigencies of the Malta Public Service and MEDE.

8.2 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 Curriculum Vitae Format together with the history employment obtained from Jobsplus are to be submitted through the Online Education Recruitment Portal **ONLY** at the following address: <https://edurecruitment.gov.mt> by not later than **noon (Central European Time) of Friday, 27th December 2019**. In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to present their paid and unpaid Leave and Sick Leave records for the last four years, including any records of any disciplinary actions that may have been taken in the absence of which, it will be understood that no disciplinary action was ever taken. In the case of Public Sector employees performing duties in the Public Service, they are also to produce confirmation from the DCS of the Ministry where they are performing duties, that they are officially performing duties in such Ministry. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully.

8.3 However, due to the exigencies of MEDE, the selection process will initially consider, applications received by **noon (Central European Time) of Friday, 31st August 2018**. Successful candidates in every subject/area will be placed in an order of merit list which will remain valid for one year from the date of publication or until the result list is exhausted, whichever is earlier.

However, should the order of merit list be exhausted as a result of additional vacancies in the subject/area mentioned in paragraph 1.2, 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, 27th December 2019**. Should you require assistance with the application kindly contact Customer Care on telephone numbers 1571 or 2598 2463 or 153

8.4 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.

8.5 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:

- 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;
- medical examination;
- access to application forms and related details (not applicable in view of paragraph 8.2);
- 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 applications.