

Ref: DES 15/2022

Date: 10th June 2022

**Internal call for applications to perform duties as a Support Teacher within the
Learning Support Zones in the State Secondary Schools in Malta**

Further to circular HR 08/2022, 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 Teachers/Instructors to perform duties as a Support Teacher within Learning Support Zones in the State Secondary Schools in Malta.

- 1.1 Those already deployed through previously issued internal calls **should not apply**. However, those deployed on an *Acting* basis and who wish to be considered for deployment on an indefinite basis are invited to apply.

2.0 Eligibility Criteria

- 2.1 Applicants must:

- be in possession of a Teacher's Warrant (**Permanent**);
- have a minimum of **five (5) scholastic** teaching experience in the secondary sector.

- 2.2 Supply Teachers who have obtained **indefinite status** and have the required eligibility criteria mentioned in 2.1 are also eligible to apply.

3.0 Duties and Responsibilities

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

- (a) performing all the duties of a teacher (see: Job Descriptions Handbook, July 2007);
- (b) supporting whole-school approaches to the fostering of good behaviour;
- (c) in the context of such approaches - the setting-up, strengthening, operating and reviewing the LSZs as required;

- (d) assisting in the observation and assessment of learners who are likely to benefit from participation in the LSZ programme;
- (e) compiling and updating the necessary records on the learner's progress and assessment while the learner is following the LZ programme;
- (f) drawing up, or participating in the preparation of, individual learning/behaviour programmes as necessary;
- (g) liaising with class/subject teachers, Head of Department (Inclusion) and SMT to ensure effective transition;
- (h) attend training as organised by NSSS;
- (i) assisting in the provisions of training to teachers and other educators in the area of behaviour difficulties;
- (j) assisting in the support and training of the parents and families of learners in LSZs;
- (k) liaising with other relevant service providers, including primary schools so as to synergise services;
- (l) working effectively as part of a team;
- (m) to work in close collaboration with the College Education Psycho-Social Team;
- (n) working effectively, creatively and flexibly on one's own in school contexts;
- (o) working with students on basic functional living skills;
- (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 as according to the exigencies of the Public Service as directed by the Director General (DES) and/or the Permanent Secretary MEYR.

4.0 General Provisions

- 4.1 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>.

- 4.2 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.**
- 4.3 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.
- 4.4 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.
- 4.5 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)