

## LETTER CIRCULAR

### Call for applications for Officers in Charge Of the SEC Preventive Classes, September 2019 Resits

Application Form:

<https://education.gov.mt/en/revision/Pages/Officers-in-charge-classes.aspx>

#### 1.0 Introduction

- 1.1 In the framework of the ESF.01.002 – Youth Guarantee 2.0, and in connection with the Preventive Classes for those students who will be sitting for the September 2019 SEC Resit Examinations, the Ministry for Education and Employment is inviting applications from persons **currently in the grade of Head of School** and **Assistant Head of School** in the state and non-state sector to perform duties as **Officers in Charge of the SEC Preventive Classes**, for the period of May 2019 till September 2019.

#### 2.0 Eligibility Criteria

- 2.1 By the closing time and date of this call for applications, applicants must be currently serving as:
- An Assistant Head of School with experience in this grade. (This current scholastic year (2018 - 2019), is reckonable as part of the required applicant's years of experience); OR
  - A Head of School.

#### 3.0 Selection Criteria

- 3.1 Applicants are expected to provide a portfolio of proven relevant work experience in the following:
- Classification/ grouping of students;
  - Time-tabling;



- Participation in at least one (1) EU-funded project;
- Quality assurance in teaching and learning;
- Supervising teaching staff.

3.2 All eligible applicants will be assessed by a selection board to determine in rank order their suitability to perform these duties.

#### 4.0 Duties and Responsibilities

- 4.1 Supporting students in the learning process, acting as a mentor and a reference point for students throughout the period of SEC Preventive Classes.
- 4.2 Encouraging students to reach their maximum potential using all the facilities at their disposal to reach this goal.
- 4.3 Acting as a liaison between the student and project administrators facilitating relationships and helping resolve issues.
- 4.4 Acting as a Headmaster of the Centres in Malta and/or Gozo according to a scheduled timetable agreed upon with the Project Leader or Project Manager or his/her delegate.
- 4.5 Scheduling and grouping students into classes and assigning teachers that are particularly suitable in terms of experience and expertise to the class involved.
- 4.6 Taking care of and making special provisions for students with special needs.
- 4.7 Ensuring order and discipline, help resolve conflicts, and promote healthy relationships between students, staff and parents/guardians.
- 4.8 Managing the physical resources at the disposal of the coordinator to ensure that students enjoy an optimal environment for learning.
- 4.9 Supervising the academic and pedagogical quality of teaching and learning, ensuring that students are given the best opportunities for learning and preparation for the SEC Resit Examinations (September 2019).
- 4.10 Ensuring the efficient use of all past papers provided to the teachers.

- 4.11 Implementing quality procedures to ensure that lessons start and end as scheduled, are centred fully around student's need and engagements, and are communicated to the Project Leader and Project Manager.
- 4.12 Motivating and supporting all staff.
- 4.13 Compiling and up-keeping the Centres' statistics, as well as student and staff records which will form the basis of future reports and statistics to ameliorate the initiative for students
- 4.14 Ensuring the provision of a functional record keeping and filing system, and the timely and correct submission of data and information, including the teachers' attendance/time sheets, requested by the regulatory bodies and the Project Leader or Project Manager or his/her delegate.
- 4.15 In collaboration with the relevant agencies and officials, ensuring the proper maintenance and servicing of the school building, facilities and equipment, as well as the cleanliness of the Centers' environment; making sure that all premises are safe and of high standard for both student and staff, and reporting any issues and problems to the Project Leader and Project Manager.
- 4.16 Supervising the teaching staff providing the service, in order to ensure a high standard of teaching for the students.
- 4.17 Performing duties as directed from time to time by the Project Leader or Project Manager or his/her delegate.
- 4.18 Fulfilling all duties under this Agreement diligently and professionally and abiding strictly by the terms and conditions of this Agreement.
- 4.19 Performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

## 5.0 Duration of assignment and conditions

- 5.1 The selected candidates will be obliged to serve until September 2019, except for situations deemed by the Youth Guarantee Project Leader as special circumstances.



- 5.2 The selected candidates will be expected to:
- Work a maximum of **347 hours** as directed by the Youth Guarantee Project Leader;
  - Serve in **both Malta and Gozo** according to the exigencies of the service.
- 5.3 The selected applicants will be employed on a contract for service basis and remuneration for this service will be **€12 gross for every hour of work**.

## 6.0 Publication of merit list and submission of petitions relating to the result

- 6.1 The merit lists will be issued by Jobsplus, and exhibited on the notice board of the Customer Care Section.
- 6.2 An applicant who would like to object to the outcome of the selection process can do so within **ten (10) working days from the date of the circular** announcing the publication of the merit list by submitting a petition in writing, addressed to the Youth Guarantee Project Leader.

## 7.0 Submission of Applications

- 7.1 **Experience claimed must be supported by testimonials, copies of which are to be attached to the application form.** Original testimonials are to be invariably produced for verification at the interview.
- 7.2 Application forms, the European Curriculum Vitae format, and the application procedures for GP47 may be downloaded by accessing the following links:

**Application Form:**

<https://education.gov.mt/en/revision/Pages/Officers-in-charge-classes.aspx>

**Curriculum Vitae:** <http://europass.cedefop.europa.eu>

**GP47:** <https://education.gov.mt/en/resources/Documents/Vacancies/GP47.pdf>



- 7.3 In addition to filling out the above application form by **16:00 PM of Friday 1<sup>st</sup> March**, applicants are also required to present the following documents: *a covering letter, a CV, and an updated Service and Leave Record Form (GP47 – for public officers, or the Police Conduct for non-public officers)* at the Youth Guarantee Office, Room 327 (Level 2), Ministry for Education and Employment, Great Siege Road, Floriana VLT 2000, by not later than **16:00 PM of Thursday 7<sup>th</sup> March, 2019**.
- 7.4 (a) A receipt will be given at the time of delivery for applications delivered by hand.
- (b) Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. These applications will be acknowledged in writing by the Youth Guarantee Office, Room 327 (Level 2), Ministry for Education and Employment, Great Siege Road, Floriana VLT 2000, within **seven (7) days**.
- 7.5 Late applications will not be taken into consideration.
- 7.6 Applicants in receipt of notification to attend for the interview and who are no longer interested or cannot keep the interview should notify the Chairperson of the Interviewing Board in writing.