



Secretariat for Catholic Education

CALL FOR APPLICATION FOR THE POST OF PSYCHOLOGY ASSISTANT with the SECRETARIAT FOR CATHOLIC EDUCATION

The Secretariat for Catholic Education would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. The Secretariat for Catholic Education 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. It also adheres to the Maltese Ecclesiastical Province Statement of Policy and Procedures in Cases of Sexual Abuse published in November 2014.

Nomenclatures denoting the male gender also include the female gender.

1.0 Introduction

1.1 The Director for Curriculum and Standards invites applications for the post of Psychology Assistant with the Secretariat for Catholic Education as from 1st September, 2022.

2.0 Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 The salary for the post of a Psychology Assistant is Salary Scale 10, which in 2022 is €21,950.00 per annum, rising by annual increments of €407.67 up to a maximum of €24,396.02.

2.3 A Psychology Assistant will progress to Salary Scale 9, which in 2022 is €23,353.00 per annum, rising by annual increments of €447.33 up to a maximum of €26,036.98, after two (2) years of satisfactory performance and having acquired an applied qualification/specialised training at MQF Level 5 or higher. This in addition to the pre-requisite degree as mentioned in paragraph 4.1 (iii), from an approved institution which allows them to carry out specialised tasks needed in the particular section where they are employed.

2.4 Furthermore, a Psychology Assistant who attains a Masters' (MQF Level 7), or a higher qualification in a practitioner area of psychology or an equivalent qualification from a recognised University or Institution, shall be promoted to the grade of Psychology

Practitioner in Salary Scale 8, which in 2022 is €24,845.00 per annum, rising by annual increments of €486.83 up to a maximum of €27,765.98, on attainment of the mentioned qualification.

- 2.5 A selected candidate will be entitled to a Psychology Class Allowance of €800 per annum. If promoted to Psychology Practitioner (Salary Scale 8), the candidate will be entitled to a Psychology Class Allowance of €2,724 per annum.
- 2.6 The post is on a full-time basis and the selected candidate may be required to work a maximum of six (6) day flexible working week with an average of forty (40 hours) per week distributed over a calendar year that will cover the opening hours during general service hours, according to a work schedule established by the Secretariat for Catholic Education and is subject to the rules and regulations governing the Secretariat for Catholic Education and Church Schools.
- 2.7 The nature of the Psychology Assistant's work requires the application of a flexible working-pattern centred round the needs of the clients.
- 2.8 A Psychology Assistant is expected to follow those induction and training courses as the Secretariat for Catholic Education may deem necessary. This may include training courses to become eligible to apply for a warrant to practice as a psychologist in Malta, when these are during working hours, provided that both the selected candidate and the Secretariat for Catholic Education need to be in agreement.

3.0 Duties

- 3.1 A Psychology Assistant will be required, under supervision, to assist warranted Psychologists in the duties and responsibilities listed below:
 - casework with individual clients as well as group sessions with children and young people, from pre-school to post-secondary level of education;
 - to support children and young people in both mainstream and specialised settings who are experiencing difficulties in their learning and development, thus assisting them to derive the full benefit of Education;
 - work in close collaboration with the psychological services team and other professionals within the Secretariat for Catholic Education, school management teams, and other professionals employed with government entities and also non-governmental agencies, thereby ensuring maximum utilisation of resources for the benefit of the students;
 - offering support to parents and Church schools' staff;
 - providing advice to professions working with children and young people having a range of learning difficulties and emotional and behavioural difficulties;

- contributing towards the development of the psychological services within the Secretariat for Catholic Education;
- assisting schools in developing in-house pupil-care policies and procedures;
- providing in-service training for a range of practitioners within the Secretariat for Catholic Education and schools;
- collaborating with the Psycho-Social team in order to ensure:
 - effective outcomes from case conferences and meetings;
 - a unified multidisciplinary approach to case-management;
 - seeing to the timely provision of the necessary reports for students in schools, such as those requiring special examination arrangements in connection with the examinations;
- contributing towards the effective implementation of the National Curriculum Framework, so as to ensure the meeting of particular needs and attainment levels of students;
- participating in projects, seminars and conferences leading to on-going professional development of the whole service team;
- ensuring that records and logging systems are well kept regarding all interventions carried out with each student while ensuring confidentiality at all times in accordance with existing policies / legal provisions;
- supporting students in educational settings;
- delivering such work in Church Schools in Malta and Gozo as directed by management;
- being accountable to the psychologists' coordinator, the Service Manager for Student Services and the Director for Curriculum and Standards;
- performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Director for Curriculum and Standards;
- performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Delegate for Catholic Education.

3.2 A Psychology Assistant will be expected to use his/her own means of transport for his/her work. S/he will be entitled to the appropriate approved allowance.

4.0 Eligibility requirements

4.1 By the closing time and date 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”; **OR**

(f) in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

The advice of the Citizenship Unit within Community Malta Agency and Expatriates Unit within Identity Malta Agency 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 licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- (ii) able to communicate in both the Maltese and English languages;
- (iii) in possession of a Degree (Honours) at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regards to programmes commencing as from October 2003) in Psychology or a comparable professional qualification from a recognised University or Institution.

4.2 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 regards 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 recognised 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.

- 4.3 Applicants must be of conduct which is appropriate to the post applied for. Successful candidates 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.
- 4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.
- 4.5 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities as applicable.

5.0 Submission of supporting documentations

- 5.1 Qualifications and 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 (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification.
- 5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

6.0 Selection procedure

- 6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position.
- 6.2 Due consideration will be given to applicants who, besides the requisites indicated, have the necessary training and/or proven experience in working with children and/or adolescents.
- 6.3 The results will be published on the notice board of the Secretariat for Catholic Education within fifteen (15) working days of the interviews.

6.4 Selection will be made according to the result list which will be valid for one (1) year.

7.0 Submission of applications

7.1 A letter of application in own handwriting, accompanied by a CV, will be received in the first instance by the Director for Curriculum and Standards for Church Schools by not later than **noon of Monday 20th June, 2022**. Applications by post should be sent by registered mail to the address below, in sufficient time to ensure delivery by the above-mentioned closing date. The applications will be acknowledged by the Director for Curriculum and Standards. **Late applications shall not be considered.**

Dr Ian Mifsud
Director for Curriculum and Standards
Secretariat for Catholic Education
Call: Psychology Assistant
16, The Mall
Floriana FRN1472