



Secretariat for Catholic Education

CALL FOR APPLICATIONS FOR THE POST OF HEAD OF DEPARTMENT - INCLUSION 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 include also the female gender.

1.0 Introduction

- 1.1 The Director for Curriculum and Standards within the Secretariat for Catholic Education invites applications for the post of Head of Department – Inclusion. The chosen person will give support in all Church Schools in Malta and Gozo, as from **1st October, 2022**.

2.0 Terms and Conditions

- 2.1 This appointment is subject to a probationary period of twelve (12) months, is on a full-time (indefinite) basis and is subject to all applicable rules and regulations, particularly those established in the Church Schools Sector and of the Secretariat for Catholic Education.
- 2.2 The salary for the post of Head of Department - Inclusion is Salary Scale 6, which in 2022 is €28,132.00 per annum, rising by annual increments of €596.33 up to a maximum of €31,709.98.
- 2.3 A Head of Department - Inclusion shall benefit from the Educator's Class allowance, which in 2022 is €3,275 per annum and a Work Resources Fund, which in 2022 is €725 per annum.

3.0 Duties

3.1 A Head of Department - Inclusion is responsible to generally coordinate and support the development of the specific area with which s/he is entrusted, across a number of schools, contributing as may be required, in sectoral coordination of, and initiatives related to, the same field under the direction of the Secretariat for Catholic Education. The Head of Department - Inclusion is expected to collaborate with other educators who may be supporting this endeavour within or beyond the classroom, under the pertinent leadership at the respective level, also by engaging in the development of a Community of Professional Educators, including through School Development Planning.

3.2 The duties of a Head of Department - Inclusion include:

- i. acting as the inclusive educational leader under the direction of the Head of School at school level and the Service Manager for Student Services, whilst following National direction from the designated authorities;
- ii. acting as advisor to all Teaching Grades, but shall focus on the quality of support provided by the Learning Support Educators (LSEs);
- iii. participating in the development of Inclusion policies and provision in collaboration with the Head of School, the Service Manager for Student Services, the school's Senior Leadership Team (SLT) of the assigned schools, school staff, learners and parents/guardians;
- iv. ensuring the effective implementation and monitoring of this policy and related actions so as to ensure equitable access to a relevant curriculum for learners with Individual Educational Needs (IENs);
- v. overseeing the formulation, implementation and review of Individual Educational Programmes (IEPs) for learners with IENs;
- vi. ensuring the co-ordination of the provision of access arrangements for learners with IENs;
- vii. adopting and working towards the implementation of the school development plan of the particular school/s they are giving service in;
- viii. compiling, accessing and regularly monitoring the records of learners with IENs;

- ix. advising the SLT on the procurement and management of IEN resources in schools and monitoring their utilisation;
- x. ensuring that Individual Transition Programmes (ITP) are implemented before transition from one school to another or from one sector to another and participating in the development of such programmes, including school-to-work ITPs where applicable;
- xi. coordinating all staff assigned to learners with IENs;
- xii. liaising with feeder and receiver schools;
- xiii. facilitating links between schools, Resource Centres and other specialised services through networking activities;
- xiv. mentoring and supporting other teachers/learning support educators in their speciality;
- xv. ensuring that learners with IENs are encouraged to develop functional skills and where possible to begin taking responsibility of their own learning and enhancing their independent skills;
- xvi. liaising with and providing technical advice to colleagues in schools and other professionals, including the Service Manager for Student Services and school multi-disciplinary teams, who are in contact with learners with IENs;
- xvii. under the direction of the Service Manager for Student Services and/or the relative Head of School and/or their delegates, liaising with external agencies involved in supporting learners with IENs;
- xviii. coordinating professional development opportunities for colleagues and participating in Continuing Professional Developments (CPDs);
- xix. liaising with, guiding and collaborating with parents/guardians of learners with IENs;
- xx. encouraging participation in EU projects and other projects in accordance with the SDP targets and as agreed with the SLT;

- xxi. being accountable to the Service Manager for Student Services;
 - xxii. performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Director for Curriculum and Standards.
 - xxiii. performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Delegate for Catholic Education.
- 3.3 The Head of Department - Inclusion may be required to undergo an induction phase and any other relevant training which may be deemed necessary.
- 3.5 The Head of Department - Inclusion may be invited to engage with the Church Schools' SLTs on matters related to their expertise and upon invitation by the SLTs.
- 3.6 Selected candidates will be expected to work with other professionals who form part of the multi-disciplinary team of the Secretariat for Catholic Education. Selected candidates can be assigned to work on duties in any Church school in Malta and/or Gozo.
- 3.7 Selected candidates are obliged to ensure that throughout their employment period they remain conversant with current issues and practices related to their area of work, both nationally and internationally. For this purpose opportunities will be provided for ongoing professional development which will help to ensure that a professional standard of service will be maintained throughout.
- 3.8 Parties agree that the support to other colleagues through transfer and knowledge sharing constitutes an intrinsic part of the responsibilities of a Head of Department; and shall hence endeavour to facilitate acquisition of skills necessary from time to time on mutually agreed parameters.
- 3.9 Selected candidates will be expected to use their own means of transport for their work. They will be entitled to the appropriate approved transport allowance.

4.0 Eligibility Requirements

- 4.1 By the closing time and date of this call for applications, applicants must be Church Schools' employees:
- (i) in the grade of Teacher, in possession of a Permanent Teachers Warrant; **AND**
 - (a) in possession of a recognised qualification (Degree) 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 Inclusive Education or a comparable professional qualification or a recognised Post-Graduate qualification at Diploma or Degree level at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*, with regards to programmes commencing as from October 2008) in Inclusive Education or a comparable professional qualification issued by an institution of higher education duly recognised by the Education Authorities; **AND**

- (b) have not less than ten (10) scholastic years teaching experience in a licensed school, or in an educational institution established under the Education Act (Capt. 327) or any other law regulating the education sector in Malta, of which at least five (5) years would preferably be in a Church School; years of experience as Head of Department (or in equivalent and/or higher Grades) shall be deemed reckonable as part of the required years of teaching experience for the purposes of eligibility as outlined in this clause;

OR

- (ii) confirmed in their current grade of Learning Support Educator (LSE) III; **AND**

- (a) in possession of a recognised qualification (Degree) 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 Inclusive Education or a comparable professional qualification or a recognised Post-Graduate qualification at Diploma or Degree level at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*, with regards to programmes commencing as from October 2008) in Inclusive Education or a comparable professional qualification issued by an institution of higher education duly recognised by the Education Authorities; **AND**

- (b) have not less than thirteen (13) scholastic years' experience of which at least five (5) years would preferably be in a Church School, performing Learning Support Educator duties in a licensed school, or in an educational institution established under the Education Act (Capt. 327) or any other law regulating the education sector in Malta;

OR

- (iii) confirmed in their current grade of Learning Support Educator (LSE) II; **AND**

- (a) in possession of a recognised qualification (Diploma) at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*, with regard to programmes commencing as from October 2003) in Facilitating Inclusive Education or a comparable professional qualification in the field of education for learners with a disability; **AND**
- (b) in possession of a recognised qualification (Degree) 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 Inclusive Education or a related area, or a recognised Post-Graduate qualification at Diploma or Degree level at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*, with regards to programmes commencing as from October 2008) in Inclusive Education or a comparable professional qualification issued by an institution of higher education duly recognised by the Education Authorities; **AND**
- (c) have not less than fifteen (15) scholastic years' experience of which at least five (5) years would preferably be in a Church School performing Learning Support Educator duties in a licensed school, or in an educational institution established under the Education Act (Capt. 327) or any other law regulating the education sector in Malta.

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60/180 ECTS/ECVET credits (as applicable). The advice of the MQRIC may be sought.

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

- 4.3 Furthermore, as per clause 4.1 of the Collective Agreement between the Church Authorities and the Malta Union of Teachers (MUT) on the 7th August 2018, eligibility criteria will also take into consideration all previous years of satisfactory service in the relevant grades and qualifications accrued by applicants. Thus, it will make applicants possessing accrued requirements, eligible for any post, following a call for application as stipulated in this agreement. As such, service in higher or equivalent roles at the time of application, which may include roles not regulated by this agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades regulated by this agreement.
- 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 Documentation

- 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 interviewed by a selection board to assess their suitability for the post.
- 6.2 The results will be published on the notice board of the Secretariat for Catholic Education within fifteen (15) working days of the interviews. A notification of the issue of the result will be sent to all interviews.
- 6.3 Selection will be made according to the result list which will be valid for one (1) calendar 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 by not later than **Monday, 11th July 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
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