



Secretariat for Catholic Education

**CALL FOR APPLICATIONS FOR THE POST OF SOCIAL WORKER  
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. Introduction**

1.1 The Director for Curriculum and Standards within the Secretariat for Catholic Education invites applications from suitably qualified personnel for the post of Social Worker in Church Schools.

**2. Terms and Conditions**

2.1 This appointment is subject to a probationary period of twelve (12) months, is on 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 Social Worker is salary scale 10, which in 2022 is €21,950 per annum, rising by annual increments of €407.67 up to a maximum of €24,396.02.

2.3 A Social Worker will progress to Scale 9, which in 2022 is €23,353 per annum, rising by annual increments of €447.33, up to a maximum of €26,036.98, on completion of two (2) years' service in the grade, subject to satisfactory performance and in possession of a warrant to practice as a Social Worker.

- 2.4 A Social Worker will progress to the grade of Social Worker in Scale 8, which in 2022 is €24,845 per annum, rising by annual increments of €486.83, up to a maximum of €27,765.98, on completion of five (5) years' service in the grade of Social Worker in Scale 9, or three (3) years if in possession of a recognised and appropriate post-graduate qualification at MQF Level 7, subject to satisfactory performance.
- 2.5 A Social Worker will further progress to the grade of Social Worker in Scale 7, which in 2022 is €26,438 per annum, rising by annual increments €531.17, up to a maximum of €29,625.02 on completion of three (3) years satisfactory service in the grade of Social Worker in Scale 8, subject to satisfactory performance.
- 2.6 An appointee in possession of a warrant issued by the Malta Social Work Profession Board will be awarded a non-pensionable allowance of €1,000 per annum.
- 2.7 A Social Worker shall benefit from Continuous Professional Development (CPD) allowance of €700 per annum, according to published regulations.
- 2.8 A Social Worker shall also benefit from a sectoral allowance of €1,500 per annum.
- 2.9 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 of during general service hours, according to a work schedule established by the Secretariat for Catholic Education.
- 2.10 During the probation period, the chosen candidate/s may be required to undergo an induction phase and any other relevant training which may be deemed necessary.

### **3. Duties and Responsibilities**

3.1 The duties of a Social Worker include:

- carrying out home, school or other visits to assess the needs of learners referred to the service;
- meeting parents at school, office or in the community;
- working in close collaboration with the Secretariats' Psycho-Social team, School Management Teams and professionals employed by the Secretariat for Catholic Education, Church Schools, Government entities and non-Governmental Agencies, thereby ensuring maximum utilisation of resources for the benefit of their clients;

- in collaboration with the rest of the psycho-social team and in liaison with the National School Support Services, promoting and disseminating national policies, strategies and other guidelines and procedures approved by the Secretariat for Catholic Education with school staff and parents accordingly;
- implementing the relevant measures as indicated in the policies, strategies and guidelines;
- ensuring the law on compulsory education is adhered to by parents, keeping track of truant students and addressing issues that are leading to absenteeism;
- ensuring that records and logging systems are well kept regarding all interventions carried out with each student whilst ensuring confidentiality at all times in accordance with legal provisions;
- any other duties according to the exigencies of Church Schools as directed by the Coordinator for Social Workers and the Service Manager for Student Services;
- any other duties according to the exigencies of Church Schools as directed by the Director for Curriculum and Standards;
- any other duties according to the exigencies of Church Schools as directed by the Delegate for Catholic Education.

3.2 The role of the Social Worker primarily entails carrying out effective social work assessment and interventions with children, learners and their families. A selected candidate must ensure that service users are provided with a professional standard of social work through accurate assessments as well as the provision of professional and timely interventions. Responsibilities include maintaining required documentation, case management, report writing, the use of case conferences and case reviews to ensure holistic and integrated interventions, consultation, team work, and crises intervention.

3.3 A Social Worker can be deployed to perform duties in all Church Schools in Malta and Gozo.

#### **4. 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 provision 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”.

(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 the 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 license 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 the Maltese and English languages;
- (iii) in possession of a Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent\*) in BA Hons. in Social Work or an equivalent recognised comparable qualification.

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.

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 by the closing time and date of the call for applications.

\* In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 30 ECTS/ECVET credits. The advice of the MQRIC may be sought.

4.3 Applications will also be accepted from students who are still in their final year of studies. However, such successful applicants will only be considered for appointment when the order of merit for successful candidates for the post of Social Worker, who already have the required qualification has been exhausted, subject that the applicant has obtained the required qualification, and provided a vacancy is still available.

4.4 Applicants must be of conduct which is appropriate to the post applied for. Selected candidates will be required to 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 their appointment will be subject to the possession of a clean criminal record.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 It is the responsibility of applicants, in possession of qualifications awarded by foreign universities/tertiary education institutions, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC), which statement should be attached to the application and the original presented at the interview.

## 5. Submission of supporting documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, a copy of which should be sent with 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 produced for verification at the interview.

## 6. Selection procedure

6.1 Eligible applicants will be interviewed by a selection board to assess their suitability for the post.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

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. 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 **noon of Tuesday 16<sup>th</sup> August, 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 for Church Schools. **Late applications shall not be considered.**

**Dr Ian Mifsud**  
**Director for Curriculum and Standards**  
**Call: Social Worker**  
**Secretariat for Catholic Education**  
**16, The Mall,**  
**Floriana FRN1472**