



**CALL FOR APPLICATIONS FOR THE POST OF
PRINCIPAL EDUCATION SUPPORT PRACTITIONER (COUNSELLOR)
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 from suitable qualified personnel for the post of Principal Education Support Practitioner (Counsellor) with the Secretariat for Catholic Education.
- 1.2 The selected candidate will be required to work in Church Schools on a **definite contract** of 40 hours weekly up to the end of **September 2023**. Part-timers who can work during school hours will also be considered.

2.0 Terms and Conditions

- 2.1 This appointment is subject to a probationary period of twelve (12) months.
- 2.2 The salary attached to the position of Principal Education Support Practitioner (Counsellor) is equivalent to Salary Scale 7, which in 2022 is €26,438 per annum rising by annual increments of €531.17 up to a maximum of €29,625.02.
- 2.3 A Principal Education Support Practitioner (Salary Scale 7) will progress to Salary Scale 6, which in 2022 is €28,132 per annum rising by annual increment of €596.33 up to a maximum of €31,710 after six (6) years satisfactory service as Principal Education Support Practitioner (Salary Scale 7). Satisfactory years of service as Senior Education Support Practitioner in Salary Scale 7 will be recognized on a notional basis as part of the required six (6) years of satisfactory service needed to progress to Salary Scale 6.
- 2.4 The post of Principal Education Support Practitioner (Counsellor) is on a full-time basis and may be conditioned to a maximum of a six (6) day working week of an average weekly working time of forty (40) hours averaged over a calendar year on a time-table established by Secretariat for Catholic Education and is subject to the rules and

regulations governing from time to time the Secretariat for Catholic Education and Church Schools in general.

3.0 Duties

3.1 The duties of a Principal Education Support Practitioner (Counsellor) include:

- managing the counselling services in Church schools including primary and secondary schools or post-secondary schools;
- carrying out counselling sessions on an individual or group level as part of an integrated preventive and intervention service;
- ensuring that the counselling services are well promoted in the school context;
- ensuring that the Senior Education Support Practitioners (Counsellors), Education Support Practitioners (Trainee Counsellors) and guidance teachers work within ethical framework and quality standards;
- monitoring of the service provided by the Senior Education Support Practitioners (Counsellors), Education Support Practitioners (Trainee counsellors) and guidance teachers;
- working in close collaboration with the Secretariat's Interdisciplinary team, School Management Teams (SMTs), the National School Support Services (NSSS) and other professionals employed with government entities and also with non-governmental agencies, thereby ensuring maximum utilisation of resources for the benefit of the students;
- ensuring that records and logging systems are well kept by the Senior Education Support Practitioners (Counsellors), Education Support Practitioners (Trainee counsellors) and guidance teachers regarding all interventions carried out with each student while ensuring confidentiality at all times in accordance with existing legal provisions;
- assisting and compiling of annual reports;
- collecting and analysing information about the current situation of the students in order to assist in professionals' meetings or case conferences for the benefit of the student;
- meeting SMTs in the assigned schools, together with guidance teachers and other members of the schools' interdisciplinary team, for case reviews and other related work to the counselling services;
- being accountable to the Counsellors' coordinator and the Service Manager for Student Services;
- 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 Principal Education Support Practitioner (Counsellor) will work in the assigned schools at both primary and secondary level supporting students, school staff and parents at both levels thus ensuring better continuity in the educational development of students and better professional practice. Principal Education Support Practitioners (Counsellors) are expected to operate in a multi-disciplinary team framework.

3.3 A selected candidate shall undergo an induction process in the school environment and system organised by the Secretariat for Catholic Education.

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”

(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) have the ability to communicate in both the English and Maltese languages;
- (iii) in possession of:
 - (a) a full counselling warrant, issued by the Malta Council of the Counselling Profession; **and**
 - (b) a recognised Master’s qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in Counselling as stipulated by the Counselling Profession Act 2015, or a professional comparable qualification; **and**
 - (c) five (5) years proven full-time experience in counselling.

Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

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 recognized 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.

- (iv) of good moral character. 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.
- 4.2 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable.
- 4.3 Applicants must be eligible to take up their appointment, in terms of 4.1 above, not only by the closing time and date of this call for applications but also on the date of appointment.
- 4.4 In the case that no suitable applicants will be found for the post, applicants who are in possession of a relevant warrant and a relevant MQF Level 7 qualification in Counselling as stipulated by the Counselling Profession Act 2015, or a professional comparable qualification, will be considered for the post of Senior Education Support Practitioner on condition that they satisfy criteria 4.1 (i), (ii) and (iv) (Counsellor - Salary Scale 8; Salary Scale 7 after five (5) years satisfactory service).
- 4.5 In the case that no suitable applicants will be found for the post, applicants who are in possession of a relevant warrant, if and when applicable, and of a relevant full qualification at MQF Level 6 in a related field as identified by Management, will be considered for the post of Education Support Practitioner on condition that they satisfy criteria 4.1 (i), (ii) and (iv). (Trainee Counsellor - Salary Scale 10; Salary Scale 9 after five (5) years of satisfactory service; Salary Scale 8 – after eight (8) years in Salary Scale 9. An Education Support Practitioner (Salary Scale 10, 9 or 8) who obtains a relevant MQF Level 7 qualification in Counselling shall immediately be placed in Salary Scale 8 as Senior Education Support Practitioner).

5.0 Submission of supporting documentations

- 5.1 Qualifications and/or 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 The results will be published on the notice board of the Secretariat for Catholic Education within fifteen (15) working days of the interviews.
- 6.3 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 by not later than **noon of Monday 10th October, 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: Principal Education Support Practitioner (Counsellor)

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