



**CALL FOR APPLICATIONS FOR THE POST OF
PRINCIPAL EDUCATION SUPPORT PRACTITIONER – INCLUSION AUTISM
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 Principal Education Support Practitioner (PESP) in the area of Inclusion Autism, for primary and secondary Church Schools in Malta and Gozo.

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 Principal Education Support Practitioner is salary scale 7, which in 2022 is €26,438.00 per annum, rising by annual increments of €531.17 up to a maximum of €29,625.02.

2.3 A Principal Education Support Practitioner will progress to 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, on completion of six (6) years' service as a Principal Education Support Practitioner in salary scale 7, subject to satisfactory performance. Satisfactory years of service as Senior Education Support Practitioner in Salary Scale 7 will be recognised on a notional basis as part of the required six (6) years of satisfactory service needed to progress to Salary Scale 6.

2.4 An appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in any pertinent agreement between the Secretariat for Catholic Education and the competent Union.

2.5 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.

2.6 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 Principal Education Support Practitioner in the area of Inclusion Autism include:

- liaising with and supporting Heads of Schools, Heads of Department (Inclusion), Class Teachers including Teachers in Kindergarten, Learning Support Educators (LSEs) and other educational staff on the support and/or educational provision which can be offered at each individual school;
- supporting students with Autism Spectrum Disorders at home and at schools as a part of a team working with the learner;
- empowering parents in taking informed decisions on support services available for their children and supporting their children on their needs;
- advising on the resources available for the learners according to his/her individual needs including visual schedules, social communication skills, behaviour support strategies and communication strategies;
- assisting in the assessment of the learner with autism spectrum disorders and in planning an individual programme together with other professionals tailored to his/her needs;
- participating in IEP sessions, reviews and transition sessions of the learners;
- advising and discussing access arrangements for examinations with the competent authorities;
- planning and delivering individual / group sessions according to the needs of the learners;
- keeping updated records of the observations and implementation strategies with the learners and sending appropriate reports to schools;
- participating in continuing professional development (CPD) opportunities;
- keeping abreast of new developments in the area of autism spectrum disorders, and attending training when this is made available;

- providing information and delivering training sessions to school teams and parents/guardians;
- providing support to the SfCE Student Services through various methods, including website and written materials, talks for parents and programmes for students on the autism spectrum;
- participating in research, pilot projects and continued staff development, assisting in filing and compiling of annual reports;
- working collaboratively with the schools' psychosocial team;
- being accountable to 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 A Principal Education Support Practitioner - Inclusion Autism can be deployed to perform duties in various primary and secondary Church schools in Malta and Gozo s/he is assigned to, according to exigencies. However, should the selected candidate be required to perform his/her duties in more than one school on the same day, s/he would be entitled to a fuel allowance.

3.3 A selected candidate may be required to attend courses, locally and/or abroad, as the Secretariat for Catholic Education may deem necessary.

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) have at least five (5) years proven full-time experience in Inclusive Education; and
- (iv) in possession of a recognised Master’s degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in the area of Autism, or an equivalent 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.

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 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.

4.4 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 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 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 for Church Schools. **Late applications shall not be considered.**

*Candidates are required to provide a breakdown of their years of teaching experience in their CV. This breakdown must also include any periods of unpaid/paid leave availed of. In this context, paid leave is not referring to the entitled special leave for education grades.

Dr Ian Mifsud

Director for Curriculum and Standards

Call: Principal Education Support Practitioner - Inclusion Autism

Secretariat for Catholic Education

16, The Mall,

Floriana FRN1472