

## MINISTRY FOR EDUCATION AND EMPLOYMENT

### POSITION OF SUPPLY TEACHER IN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

The Ministry for Education and Employment (MEDE) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEDE 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.

*Nomenclatures denoting the male gender include also the female gender*

#### 1.0 Introduction

1.1 The Permanent Secretary, Ministry for Education and Employment (MEDE) invites applications for the position of Supply Teacher within the Ministry for Education and Employment to serve in Malta and/or Gozo for a definite period on a temporary full-time or part-time basis, as and when required.

1.2 Applicants may wish to apply for Supply Teacher in one or more of the following:

1. Early Childhood Education and Care (ECEC);
2. Primary Education (Migrant Induction Programme);
3. Primary Education (General);
  
4. Secondary Education (Agribusiness);
5. Secondary Education (Engineering Technology);
6. Secondary Education (Ethics);
7. Secondary Education (Hairdressing and Beauty);
8. Secondary Education (Health and Social Care);
9. Secondary Education (Hospitality);
10. Secondary Education (Information Technology);
11. Secondary Education (Integrated Science);
12. Secondary Education (Migrant Induction Programme);
13. Secondary Education (Media Literacy);
14. Secondary Education (Personal, Social and Career Development - PSCD);
15. Secondary Education (Retail);
16. Secondary Education (Textiles and Fashion);
  
17. Secondary/Post-Secondary Education (Accounting);
18. Secondary/Post-Secondary Education (Arabic);
19. Secondary/Post-Secondary Education (Art);
20. Secondary/Post-Secondary Education (Biology);
21. Secondary/Post-Secondary Education (Business Studies);
22. Secondary/Post-Secondary Education (Chemistry);

23. Secondary/Post-Secondary Education (Chinese);
24. Secondary/Post-Secondary Education (Computing and/or Information Technology and/or Information and Communication Technology);
25. Secondary/Post-Secondary Education (Dance);
26. Secondary/Post-Secondary Education (Drama);
27. Secondary/Post-Secondary Education (Design and Technology);
28. Secondary/Post-Secondary Education (English);
29. Secondary/Post-Secondary Education (European Studies);
30. Secondary/Post-Secondary Education (French);
31. Secondary/Post-Secondary Education (Geography);
32. Secondary/Post-Secondary Education (German);
33. Secondary/Post-Secondary Education (Graphical Communication);
34. Secondary/Post-Secondary Education (History);
35. Secondary/Post-Secondary Education (Home Economics);
36. Secondary/Post-Secondary Education (Italian);
37. Secondary/Post-Secondary Education (Information and Communication Technology);
38. Secondary/Post-Secondary Education (Maltese);
39. Secondary/Post-Secondary Education (Mathematics);
40. Secondary/Post-Secondary Education (Music);
41. Secondary/Post-Secondary Education (Physical Education);
42. Secondary/Post-Secondary Education (Physics);
43. Secondary/Post-Secondary Education (Religion);
44. Secondary/Post-Secondary Education (Russian);
45. Secondary/Post-Secondary Education (Social Studies);
46. Secondary/Post-Secondary Education (Spanish);
  
47. Post-Secondary Education (Classical Studies);
48. Post-Secondary Education (Economics);
49. Post-Secondary Education (Engineering Drawing and Computer Aided Design);
50. Post-Secondary Education (Environmental Science);
51. Post-Secondary Education (Marketing);
52. Post-Secondary Education (Philosophy);
53. Post-Secondary Education (Psychology);
54. Post-Secondary Education (Sociology);
55. Post-Secondary Education (Systems of Knowledge);
56. Post-Secondary Education (Theatre and Performance);

1.2.1 Alternative Learning Programme (ALP) Subjects for mainstream education or specific school/s

57. Secondary Education (Agribusiness and Gardening);
58. Secondary Education (Aluminium Worker);
59. Secondary Education (Art & Design);
60. Secondary Education (Auto Mechanics);

61. Secondary Education (Automotive Repair - Body and Paint);
62. Secondary Education (Basic Engineering);
63. Secondary Education (Building Services Trades);
64. Secondary Education (Care Work);
65. Secondary Education (Carpentry);
66. Secondary Education (Customer Care and Sales);
67. Secondary Education (Electrical Installations and Basic Electronics);
68. Secondary Education (Oil and Water Gilding);
69. Secondary Education (Hairdressing);
70. Secondary Education (Multi-Media & ICT Applications);
71. Secondary Education (Paper Making and Book Binding);
72. Secondary Education (Personal and Beauty Care);
73. Secondary Education (Plumbing);
74. Secondary Education (Pottery and Ceramics);
75. Secondary Education (Sheet Metal/Blacksmith);
76. Secondary Education (Welding and Fabrication);

#### 1.2.2 Special Education as provided in Resource Centres/Resource Classes

77. Special Education (Design and Technology);
78. Special Education (General);
79. Special Education (Home Economics);
80. Special Education (Information Communication Technology);
81. Special Education (Integrated Science);
82. Special Education (Personal, Social and Career Development);
83. Special Education (Physical Education);

#### 1.2.3 According to the exigencies of the Malta Public Service, a selected candidate whose main area of specialisation is:

- Accounting or Economics may also be required to teach Business Studies and/or Retail;
- Biology, Chemistry or Physics may also be required to teach Integrated Science;
- Engineering Drawing and Computer Aided Design (CAD) may also be required to teach Graphical Communication;
- English may also be required to teach English as a Foreign Language (EFL) in the Primary/Secondary Cycle;
- Graphical Communication may also be required to teach Design and Technology;

- Home Economics with ECTS/ECVET credits relevant to Textiles may also be required to teach Home Economics and/or Textiles Studies and/or Textiles and Fashion;
- Integrated Science with ECTS/ECVET credits relevant to Chemistry may also be required to teach Chemistry;
- Integrated Science with ECTS/ECVET credits relevant to Biology may also be required to teach Biology;
- Integrated Science with ECTS/ECVET credits relevant to Physics may also be required to teach Physics;
- Maltese may also be required to teach Maltese as a Foreign Language (MFL) in the Primary/Secondary Cycle.

1.3 A selected candidate whose main area of specialisation is Art, Ethics, Integrated Science, Music, PE or PSCD (Secondary/Post-Secondary) may also be required to teach the respective subject in the Primary Cycle.

1.4 A selected candidate whose main area of specialisation is any of the subjects taught at Secondary and, or Post-secondary level in clause 1.2 above may also be required to teach the respective subject in Learning Support Centres and/or schools offering Alternative Learning Programmes.

1.5 A selected candidate who is engaged to teach the Migrant Induction Programme may be required to teach more than one subject within the programme.

1.6 If a subject which is currently taught at a particular cycle and starts being taught at a different cycle, a selected candidate may be deployed accordingly.

1.7 A selected candidate may be required to undergo any special training as deemed necessary.

## **2.0 Duration of Assignment and conditions**

2.1 A selected candidate will be engaged as a Supply Teacher within MEDE. The engagement will be on the basis of a definite contract for one (1) scholastic year or less, which may be renewed for further periods.

2.2 Termination of the contract of employment is determined by arriving at a specific date or through the occurrence of a specific event, such as, but not only, the employment of a qualified teacher, the return to employment of a qualified teacher and /or the decrease in need of the number of teachers in a particular cycle/subject/area, or any other provisions, whichever is earlier.

- 2.3 The position of Supply Teacher in Scale 9 and Scale 10 is subject to a probationary period of twelve (12) months and in Scale 12 is subject to a probationary period of six (6) months.
- 2.4 Since this is a position of an entirely temporary nature and is governed by clause 1.5 of the Memorandum of Understanding signed between the Government of Malta and the Malta Union of Teachers on the 26<sup>th</sup> of May 2009, the position of Supply Teacher falls under terms of Regulation 7 (4) of Subsidiary Legislation 452.81 entitled “Contracts of Service for a Fixed Term Regulations”.
- 2.5 School days, hours and holidays shall be as established in the “*Agreement between the Government of Malta and the Malta Union of Teachers*” signed on the 21<sup>st</sup> December 2017.

### **3.0 Salary pegged to the position**

- 3.1 The salary attached to the position of Supply Teacher shall be as follows:
- (a) Supply Teachers who are recruited in terms of paragraphs 5.1(iii) below (Category A result list in terms of paragraph 7.2 below) will be paid the minimum of Salary Scale 9, which in 2019 is €21,252.00 per annum if working on a full-time basis or a pro rata hourly rate according to the minimum of salary scale 9 if working on a part-time basis and an annual allowance of €423 or on a pro-rata basis, if employed for less than one scholastic year;
  - (b) Supply Teachers who are recruited in terms of paragraphs 5.1(iv) (Category B result list in terms of paragraph 7.2 below) will be paid the minimum of Salary Scale 10, which in 2019 is €19,958.00 per annum if working on a full-time basis or a pro rata hourly rate according to the minimum of Salary Scale 10 if working on a part-time basis and an annual allowance of €406 or on a pro-rata basis, if employed for less than one scholastic year;
  - (c) Supply Teachers who are recruited in terms of paragraphs 5.1(v) (Category C result list in terms of paragraph 7.2 below) will be paid the minimum of Salary Scale 12, which in 2019 is €17,576.00 per annum if working on a full-time basis or a pro rata hourly rate according to the minimum of Salary Scale 12 if working on a part-time basis and an annual allowance of €374 or on a pro-rata basis, if employed for less than one scholastic year.
- 3.2 Supply Teachers will also be entitled to the annual bonus and the weekly income supplement, both in full if working on a full-time basis or on a pro-rata basis according to the number of contact and non-contact hours worked if working on a part-time basis, provided however that these are not already being enjoyed by him/her under any of the provisions of the Social Security Act.

## **4.0 Duties**

4.1 It is the responsibility of a teacher to take charge of providing appropriate relevant, stimulating and engaging learning experiences for all students under his/her responsibility, nurturing wellbeing through sustainable individual as well as collective spiritual, emotional, cognitive and physical growth. The teacher is expected to collaborate with other educators, who may be supporting this endeavour within or beyond the classroom, under the leadership of the school's Senior Management Team, also by engaging in the development of a Community of Professional Educators, including through School Development Planning. In pursuing this, the Teacher is to:

- i. keep abreast of developments in education, particularly in relation to the respective Cycle and/or area, including but not limited to curriculum, pedagogy, assessment, recoding and reporting of learning, content and diverse learner development;
- ii. create optimal conditions which facilitate a learner's holistic development according to guidelines provided by the national and local designated authorities;
- iii. plan, create, and evaluate stimulating, enjoyable and positive learning experiences, including through lesson preparation and delivery, development and administration of varied modalities of assessment for and of learning, as well as give feedback also through recording and reporting of learning;
- iv. address diversity by creating opportunities for all learners to reach their potential without either formally or informally erecting barriers or lowering expectations;
- v. contribute towards the incremental attainment of the expected outcomes at subject, learning area, and cross-curricular theme level by all students entrusted under his/her care raising the bar of achievement for every individual and narrowing the attainment gaps that may exist in the process facilitating the fulfilment of each learner's potential;
- vi. teach and educate students according to guidelines provided by the National Curriculum Framework under the overall guidance of the competent education authority;
- vii. teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the Head of School or Head of Section;
- viii. perform any other duties according to exigencies of the Public Service as directed by the Principal Permanent Secretary.

A detailed job description of the post can be obtained by accessing the following link: <http://education.gov.mt/en/Documents/Vacancies/JobDescriptionTeacher.pdf>.

- 4.2 The selected candidate is expected to carry out his/her duties in utmost good faith, with due diligence and to the best of his/her abilities and s/he shall act in all respects according to the instructions and/or directives given to him/her by the Education Directorates, Head of College Network /College Principal and/or Head of School.
- 4.3 The selected candidate is required to follow professional development courses including an induction course as appropriate to his/her role and functions, and Management driven training programmes, as directed by the Education Directorates, Head of College Network /College Principal and/or Head of School.
- 4.4 The selected candidate shall adopt and work towards the implementation of the school development plan of the particular school or schools s/he is giving service in.
- 4.5 The selected candidate may be assigned to serve in any College, School, Resource Centre, Learning Support Centre or educational institution including serving in more than one school/centre/institution, in Malta and/or Gozo. MEDE reserves the right to deploy selected candidates from one College/school/centre/institution to another according to the exigencies of the MEDE, including on a shared basis.

## **5.0 Eligibility Requirements**

- 5.1 By the closing date and time 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”.

The advice of the Citizenship and Expatriates Department 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. The Jobsplus should be consulted as necessary on this issue.

- (ii) proficient in both the Maltese and English languages;

### **Category A**

- (iii)
  - (a) in possession of a recognised teaching qualification (Master’s in Teaching and Learning) at MQF Level 7 (subject to a minimum of 120 ECTS/ECVET credits or equivalent which includes 20 ECTS/ECVET credits or equivalent in teaching practice, with regard to programmes commencing as from October 2016) or a professional comparable qualification. in the cycle/subject/area applied for; **OR**
  - (b) in possession of a recognised teaching qualification at MQF Level 6 (subject to a minimum of 240 ECTS/ECVET credits or equivalent which includes 16 ECTS/ECVET credits or equivalent in teaching practice and 8 ECTS/ECVET credits or equivalent in school experience, with regard to programmes commencing as from October 2003) or a professional comparable qualification. in the cycle/subject/area applied for; **OR**
  - (c) in possession of a recognised qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent, with regard to programmes commencing as from October 2003) and a recognised qualification in pedagogy at MQF level 6 (subject to a minimum of 60 ECTS/ECVET credits or equivalent which includes 12 ECTS/ECVET credits or equivalent in teaching practice and 6 ECTS/ECVET credits or equivalent in school experience, with regard to programmes commencing as from October 2008) or a professional comparable qualification. in the cycle/subject/area applied for; **OR**
  - (d) in possession of recognised qualification at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent, with regard to programmes commencing as from October 2003) in any subject, in addition to a recognised (Masters) qualification at MQF level 7 with a minimum of 60 ECTS/ECVET credits or equivalent with regard to



programmes commencing as from October 2008) or a professional comparable qualification in the cycle/subject/area applied for; **OR**

- (e) in possession of any of the requisites in paragraph 5.1(iii) (a), (b), (c) and (d) above, but not in the subject/area applied for, on condition that they are in possession of an Advanced Matriculation Level (minimum Grade E), or a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits or equivalent) in the subject/area applied for;
- (f) for the **Primary Education (General)** and/or the **Special Education (General)** and/or **Migrant Induction Programme**, applicants may apply with the requisites in paragraph 5.1(iii) (a), (b), (c), and (d) above with any specialisation in the cycle/subject/area;
- (g) In the case of the following subjects taught at secondary cycle: **Agribusiness, Engineering Technology, Hairdressing & Beauty, Health & Social Care, Hospitality, Information Technology, Media Literacy, Retail and Textiles & Fashion**, applicants must be in possession of a Course in the Learning and Assessment of the VET subjects organised by MEDE. Applicants not in possession of the Certificate Course in the Learning and Assessment of the VET subjects organised by MEDE may still apply on condition that they have attained this qualification by 23<sup>rd</sup> September 2019
- (h) All the applicants applying under paragraph 5.1(iii) above would need to be eligible for a Teacher's Warrant (Permanent) issued by the Council for the Teaching Profession (CTP) under article 24 (2) of the Education Act.

Any reference to a Teaching Qualification or a pedagogical qualification/course mentioned above is required to be as indicated in the table hereunder and is required to be deemed as comparable by the CTP in terms of article 24 (2) (d) (iv) of the Education Act. Holders of a Bachelor of Education or a PGCE or MTL awarded by the University of Malta are exempt from presenting such a comparability statement. These include:

University of Malta Teaching Qualification	MQF level	Minimum of ECTS/ ECVET credits	Minimum of Teaching Practice (TP) /school experience	
1 Master's in Teaching and Learning**	7	120	TP	20 ECTS/ECVET credits

2 Bachelor of Education	6	240	TP  School experience in the subject/area	16 ECTS/ECVET credits  8 ECTS/ECVET credits
3 Bachelor of Education (ECEC)	6	180	TP  School experience in the subject/area	16 ECTS/ECVET credits  8 ECTS/ECVET credits
4 Qualification in the subject/area +  Pedagogical Qualification (PGCE)* Post-Graduate Certificate in Education	6  6	180  60	  TP  School experience in the subject/area	  12 ECTS/ECVET credits  6 ECTS/ECVET credits
5 Masters*  +  Qualification in the subject/area  +  Pedagogical Qualification (PGCE)* Post-Graduate Certificate in	7  6  6	60  180  60	    TP  School experience in the	    12 ECTS/ECVET credits  6 ECTS/ECVET

Education			subject/area	credits
<p>The above are for all programmes commencing as from October 2003</p> <p>* For programmes commencing as from October 2008</p> <p>** For programmes commencing as from October 2016</p> <p>Any reference to a teaching qualification or pedagogical course/qualification mentioned in this call, is referring to one of the above qualifications</p>				

### Category B

- (iv) in the absence of applications from eligible applicants according to paragraph 5.1(iii) above and/or in the absence of successful candidates, eligibility shall be extended to applicants in possession of:
- (a) a recognised qualification at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent, with regard to programmes commencing as from October 2003) in addition to a recognised (Masters) 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) or a comparable professional qualification in the cycle/subject/area applied for; **OR**
  - (b) a recognised qualification at MQF level 6 with a minimum of 180 ECTS/ECVET credits or equivalent, with regard to programmes commencing as from October 2003) or a comparable professional qualification in the cycle/subject/area applied for; **OR**
  - (c) any of the qualifications mentioned in paragraph 5.1(iv) (a) or (b) above, but not in the subject/area applied for, on condition that they are in possession of an Advanced Matriculation Level at MQF Level 4 (minimum Grade E) or a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits or equivalent) or a recognised appropriate comparable qualification in the related subject/area applied for;
  - (d) for **Primary Education (General)** and/or **Special Education (General)** and/or **Migrant Induction Programme**, applicants may apply with any of the requisites in 5.1(iv) (a) and (b) above with any specialisation in the cycle/subject/area;
  - (e) in the case of the following subjects taught at secondary cycle: **Agribusiness, Engineering Technonoly, Hairdressing & Beauty,**

**Health & Social Care, Hospitality, Information Technology, Media Literacy, Retail and Textiles & Fashion**, applicants must be in possession of a Course in the Learning and Assessment of the VET subjects organised by MEDE. Applicants not in possession of the Certificate Course in the Learning and Assessment of the VET subjects organised by MEDE may still apply on condition that they have attained this qualification by 23<sup>rd</sup> September 2019.

### **Category C**

- (v) in the absence of applications from eligible applicants according to paragraphs 5.1(iii) and (iv) above and/or in the absence of successful candidates, eligibility shall be extended to applicants in possession of:
- (a) (i) a recognised Higher/Advanced 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 the subject/area applied for or a professional comparable qualification.  
**AND**
  - (ii) four (4) passes at Ordinary Level (“O” Level grade A-C) and/or Secondary Education Certificate (SEC grade 1-5) (MQF Level 3), or a recognised comparable qualification, which must include English Language, Maltese Language and Mathematics; **OR**
  - (b) (i) two (2) subjects at Advanced Matriculation Level (minimum grade E) (MQF Level 4) or a recognised appropriate comparable qualification, where one (1) of the Advanced Matriculation Level (minimum grade E) or an Award at MQF Level 4 (subject to a minimum of 30 ECTS/ECVET credits or equivalent) or a recognised appropriate comparable qualification, must be in the subject/area applied for; **AND**
  - (ii) four (4) passes at Ordinary Level (“O” Level grade A-C) and/or Secondary Education Certificate (SEC grade 1-5) (MQF Level 3), or a recognised comparable qualification, which must include English Language, Maltese Language and Mathematics **OR**
  - (c) (i) an MQF Level 4 qualification (subject to 120 ECTS/ECVET credits or equivalent) or an appropriate comparable qualification in the subject/area applied; **AND**
  - (ii) four (4) passes at Ordinary Level (“O” Level grade A-C) and/or Secondary Education Certificate (SEC grade 1-5) (MQF Level 3), or a recognised comparable qualification, which must include English Language, Maltese Language and Mathematics;

- (d) In the case of **Physical Education**, eligibility shall be extended to applicants in possession of an MQF Level 4 in Sports, **AND** four (4) passes at Ordinary Level (O Level grade A-C) and/or Secondary Education Certificate (SEC grade 1-5) (MQF Level 3), or a recognised comparable qualification, which must include English Language, Maltese Language and Mathematics.
- (e) In the case of **Engineering Drawing/Computer Aided Design (CAD)**, applicants who sat for their A Level (MQF level 4) examinations in Engineering Drawing in 2010 or before, need to produce an Advanced Matriculation Level (minimum grade E) (MQF level 4) in Engineering Drawing and Level 2D and 3D City and Guilds Certificates in Computer Aided Design, or recognised appropriate comparable qualification. Candidates who sat for their A Level (MQF level 4) in 2011 onwards need only to produce the Engineering Drawing A Level certificate as now this includes components in CAD.
- (f) In the case of **Early Childhood Education and Care (ECEC)** applicants must be in possession of a VET Diploma at MQF Level 4 in childcare with a minimum of 120 ECTS/ECVET credits or equivalent) in Childcare and four (4) passes at Ordinary Level (O Level grade A-C) and/or Secondary Education Certificate (SEC grade 1-5) (MQF Level 3), or a recognised comparable qualification, which must include English Language, Maltese Language and Mathematics.
- (g) In the case of the following subjects taught at secondary cycle: **Agribusiness, Engineering Technology, Hairdressing & Beauty, Health & Social Care, Hospitality, Information Technology, Media Literacy, Retail and Textiles & Fashion**, applicants must be in possession of a Course in the Learning and Assessment of the VET subjects organised by MEDE. Applicants not in possession of the Certificate Course in the Learning and Assessment of the VET subjects organised by MEDE may still apply on condition that they have attained this qualification by 23<sup>rd</sup> September 2019.

5.2 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 higher recognized MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

- 5.3 Applicants must be of conduct which is appropriate to the position applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service 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 and state whether they have ever been in Government Service, giving details).
- 5.4 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.
- 5.5 All applicants applying under paragraphs 5.1 above are to apply for a Teacher's Warrant (Temporary).
- 5.6 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below in paragraph 9.1). Teaching qualifications not issued by the University of Malta are required to be deemed as comparable by the CTP in terms of article 24 (2) (d) (iv) of the Education Act.

## 6.0 **Submission of Supporting Documentation**

- 6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which must be uploaded on the edurecruitment portal <https://edurecruitment.gov.mt>, when you apply. Under no circumstances should any such documents be submitted after two (2) working days from the closing date.
- 6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

## 7.0 **Selection Procedure**

- 7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The maximum mark for this selection process is **800** and the pass mark is **400**. As part of the interview eligible applicants are expected to:
- a. give a 5 to 7 minute digital presentation in English showing the ability to demonstrate mastery in pedagogy and assessment in an inclusive environment in the subject/area/cycle applied for.
  - b. Show professional knowledge, competences and attitudes through case study/studies and a series of questions in Maltese.
- 7.2 A successful candidate who applies in terms of paragraphs 5.1(iii) above, will be put on an order of merit list named Category A. Those applying in terms of paragraphs

5.1(iv) will be put on a order of merit list named Category B and those applying in terms of paragraphs 5.1(v) will be put on a order of merit list named Category C.

7.3 Successful candidates who apply in terms of paragraphs 5.1(iii) above, will be given preference over successful candidates who apply in terms of paragraphs 5.1(iv) above and these in turn be given preference over successful applicants who apply in terms of paragraphs 5.1(v) above. Hence, applicants applying under paragraphs 5.1(iii), (iv) and (v) will only be considered once the order of merit of Category A referred to in paragraph 7.2, has been exhausted and if vacancies still exist.

7.4 Consequently, separate result lists will be published according to the order of merit pertaining to the cycle/subject/area mentioned in paragraph 1.2 above, and in accordance with section 5.1, and paragraphs 7.2 and 7.3. The result list will remain valid for two years from date of publication or until the result list is exhausted, whichever is earlier.

## **8.0 Submission of Applications**

8.1 Applicants may apply for more than one of the options listed in clause 1.2 above, by applying separately for every subject/cycle/area. However, it is the prerogative of MEDE to select under which option to offer employment to the selected candidates, according to the exigencies of the Malta Public Service and MEDE.

8.2 Applications, together with an updated Service and Leave Record Form (GP 47) in the case of Public Officers, and a summary of qualifications and experience in the Curriculum Vitae Format are to be submitted through the Online Education Recruitment Portal **ONLY** at the following address: <https://edurecruitment.gov.mt> by not later than **noon (Central European Time) of Friday, 17<sup>th</sup> April 2020**. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully.

8.3 However, due to the exigencies of MEDE, the selection process will initially consider, applications received by **noon (Central European Time) of Monday, 25<sup>th</sup> March 2019**. Successful candidates in every cycle/subject/area will be placed in an order of merit list which will remain valid for two years from the date of publication or until the result list is exhausted, whichever is earlier.

However, should the order of merit list be exhausted as a result of additional vacancies in the cycle/subject/area mentioned in paragraph 1.2, other applicants may be assessed without recourse to a new call for applications, provided they would have submitted their application by **noon (Central European Time) of Friday, 17<sup>th</sup> April 2020**. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone number 153.

8.4 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could

lead to difficulties in submission. MEDE cannot be held responsible for any delay due to such difficulties.

- 8.5 Applicants must, together with this application, submit an online application for a temporary teachers' warrant: <https://eforms.gov.mt/pdfforms.aspx?fid=est075e>. The acknowledgement of temporary warrant application form must be submitted through the Online Education Recruitment Portal (<https://edurecruitment.gov.mt>). Applications for a temporary teacher's warrant will only be processed by the CTP if an applicant is offered employment with MEDE.
- 8.6 In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to present their paid and unpaid Leave and Sick Leave records for the last four years, including any records of any disciplinary actions that may have been taken in the absence of which, it will be understood that no disciplinary action was ever taken. In the case of Public Sector employees performing duties in the Public Service, they are also to produce confirmation from the DCS of the Ministry where they are performing duties, that they are officially performing duties in such Ministry.
- 8.7 Further details concerning the submission of applications are contained in the general provisions referred to below.

## **9.0 Other General Provisions**

- 9.1 Other general provisions concerning this call for applications, with particular reference to:
1. applicable benefits, conditions and rules/regulations;
  2. reasonable accommodation for registered persons with disability;
  3. submission of recognition statements in respect of qualifications;
  4. publication of the result;
  5. the process for the submission of petitions concerning the result;
  6. medical examination;
  7. access to application forms and related details (not applicable in view of paragraph 8.2);
  8. retention of documents,

may be viewed by accessing the website of the People & Standards Division at the address

<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>.

These general provisions are to be regarded as an integral part of this call for applications.