CALL FOR APPLICATION FOR THE POST OF EDUCATIONAL PSYCHOLOGIST with the
SECRETARIAT FOR CATHOLIC EDUCATION

1.0 Introduction

1.1 The Director for Educational Services invites applications for the post of Educational Psychologist with the Secretariat for Catholic Education.

1.2 The mission of the Secretariat for Catholic Education is to ensure the effective and efficient operation and delivery of services to Church schools.

2.0 Terms and Conditions

2.1 The salary for the post of Educational Psychologist is salary scale 8, which in 2016 is €20,619.02 per annum, rising by annual increments of €486.83 up to a maximum of €23,540.

2.2 An Educational Psychologist will progress to Scale 7 (currently €22,043.98 x €531.17 - €25,231) on completion of four (4) years service in the grade, subject to satisfactory performance.

2.3 The post of Educational Psychologist is subject to a probationary period of one year.

2.4 The post of Educational Psychologist is on a full-time basis and the selected candidate may be conditioned to a maximum of a six (6) day working week of an average working time of forty (40) hours averaged over a calendar year on a timetable established by the Director for Educational Services, and is subject to the rules and regulations governing the Secretariat for Catholic Education.

2.5 A selected candidate will be entitled to a Psychology Class Allowance of €1,400 per annum.
3.0 Duties

3.1 An Educational Psychologist will be required to perform the following duties and responsibilities, amongst others:

- assessing students’ psychological and educational needs;
- delivering psychological interventions and educational needs;
- supporting students in educational settings;
- delivering such work in Church schools;
- working in close collaboration with the Psycho-Social team at the Secretariat for Catholic Education, school management teams, and other professionals employed with government entities and also non-governmental agencies, thereby ensuring maximum utilisation of resources for the benefit of the students;
- ensuring that records and logging systems are well kept regarding all interventions carried out with each student while ensuring confidentiality at all times in accordance with existing legal provisions;
- supporting children and young people in both mainstream and specialised settings who are experiencing difficulties in their learning and development, thus assisting them to derive the full benefit of Education;
- assisting the Service Manager for Student Services and the Educational Psychologists’ coordinator in audit and research projects;
- making use of the Information Technology systems which may be in operation within MEDE;
- setting up and maintaining a list of clients referred from all Church Schools, who will be receiving psychological services outside of normal school hours, including school holidays;
- being accountable to the Educational Psychologists’ coordinator, the Service Manager for Student Services and the Director for Educational Services;
- performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Director for Educational Services;
- performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Delegate for Catholic Education.

3.2 The nature of the educational psychologist’s work requires the application of a flexible working-pattern centred round the needs of the clients.

3.3 An educational psychologist will be expected to use his/her own means of transport for his/her work. S/he will be entitled to the appropriate approved allowance.
3.4 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”.

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 licence in so far as this is required by the Immigration Act and subsidiary legislation. The Employment and Training Corporation should be consulted as necessary on this issue.

(ii) have the ability to communicate in both the English and Maltese languages;
(iii) (a) in possession a Masters Degree (MQF Level 7) in Educational Psychology or an equivalent qualification from a recognised University or Institution; **AND**

(b) registered as Educational Psychologist with the Malta Psychology Profession Board; **AND**

(c) in possession of a Warrant to practise the Profession of Psychology (Educational) in Malta.

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

4.3 Candidates who have not yet formally obtained a Warrant to Practice the Profession of Psychology in Malta and/or who are not yet registered as Educational Psychologists with the Malta Psychology Profession Board will still be considered, provided that they submit evidence that their academic training is acknowledged by the Malta Psychology Profession Board as suitable to qualify a person for a Warrant to Practice the Profession of Psychology (Educational) in Malta and be registered with the Malta Psychology Profession Board, after the prescribed period of supervised practice is completed. Such candidates will be employed as Psychology Assistant in Scale 10 until they obtain the Warrant to practice the profession of psychology in Malta. On obtaining the warrant to practice as Educational Psychologist in Malta they will progress to Salary Scale 8.

4.4 Successful applicants under paragraph 4.3, and who satisfy the provisions of paragraphs 4.1 (i), (ii) and (iv) by the closing time and date of this call for
applications, will be considered only if there are not enough successful applicants under paragraph 4.1 (iii), and provided that a vacancy is still available.

4.5 Applicants should nominate three independent persons to act as referees. Applicants should ask the referees to write under confidential cover directly to Dr Rose Anne Cuschieri, Selection Board, Post of Educational Psychologist, Secretariat for Catholic Education, Floriana FRN1472. Members of Parliament, Secretariat for Catholic Education employees and relatives of the applicants are not suitable to act as referees.

4.6 Prospective applicants should note the requirement to produce QRIC recognition statements in respect of their qualifications from the Qualifications and Recognition Information Centre (QRIC), or other designated authorities, as applicable, as per provisions applicable to this call for applications.

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.

7.0 Submission of applications

8.1 A letter of application in own handwriting, accompanied by a CV, will be received in the first instance by the Director for Educational Services for Church Schools by not
later than **noon of Monday 19th December, 2016**. 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 Educational Services for Church Schools. **Late applications shall not be considered.**

Dr Rose Anne Cuschieri  
**Director for Educational Services in Church Schools**  
**Secretariat for Catholic Education**  
**Call: Educational Psychologist**  
16 The Mall  
Floriana FRN1472