



Secretariat for Catholic Education

CALL FOR APPLICATIONS FOR THE POST OF LITERACY SUPPORT TEACHER (CURRICULUM) IN CHURCH PRIMARY SCHOOLS

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.

The Director for Curriculum and Standards within the Secretariat for Catholic Education invites applications from teachers working in Church schools to perform duties as a Literacy Support Teacher within Church Primary schools in both Malta and Gozo, with a strong predominance of Church schools in Gozo.

Eligibility criteria

1.1 By the closing time and date of the call for applications, applicants must:

- have a minimum of five (5) scholastic years teaching experience in the primary sector;
- be in possession of a Teacher's Warrant (Permanent).

1.2 Supply teachers who have obtained **indefinite status** and have the required eligibility criteria mentioned in 1.1 are also eligible to apply.

Duties and responsibilities

2.1 The duties and responsibilities of the selected candidate shall include:

- performing all duties of a teacher;

- to carry out teaching duties under the overall guidance of the Literacy and Numeracy Support Section;
- planning, preparing and delivering lessons to all students in the class as required by the strategy of the Literacy and Numeracy Support Section;
- supporting different schools in the adopting and working towards the implementation of the school development plan of the particular school they are giving service in;
- participating in In-Service education and training courses as well as in continuing professional development (CPD) opportunities, and taking part in action research exercises;
- participating and delivery of In-Service education and training courses as required by the Literacy Unit within the Secretariat for Catholic Education;
- promoting the vision, aims and objectives of the National Literacy Strategy for All in schools as recommended by the Literacy Unit within the Secretariat for Catholic Education;
- supporting the class teacher with co-teaching through demonstration lessons when required and as indicated by the respective Service Manager;
- supporting the class teacher to implement strategies to ensure that all children master literacy core competences;
- having in-depth knowledge of the development of literacy topics;
- being knowledgeable about the implications of the core competences checklists;
- working with kindergarten staff to develop adequate pre-literacy skills;
- contributing to the development of oral/aural language competences;
- contributing to the development of the school language policy;
- drawing up long and short term plans of intervention (together with the class teacher and the complementary teacher);
- developing a team-based approach to the development of literacy skills (together with the class teacher and the teacher for Complementary Education);
- offering structured teaching to children who are not developing their literacy skills satisfactorily;
- through team-based approach, contributing to differentiated teaching and evaluating literacy levels;
- through the team-based approach, contributing to the formulation of learning programmes as and when necessary;
- keeping records and profiles and regularly monitoring progress inline with the Core Competences checklist;

- coordinating with other service providers and attend team meetings in each school to ensure programme implementation;
- contributing to literacy-rich environments in school through the implementation of reading schemes/materials which support children at the different levels of reading attainment;
- assisting in the training of teachers and parents;
- contributing to the formulation of the schools' Action Plan and programmes for literacy development;
- co-ordinating with other service providers so as to synergise services;
- contributing to the use of ICT at Primary level;
- working effectively as part of the Secretariat's Literacy Team and regularly attend meetings for peer support;
- working effectively, creatively and flexibly with schools;
- performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Service Manager for Literacy and Numeracy;
- 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.

2.2 A selected candidate is expected to perform these duties in primary Church schools in both Malta and Gozo, with a strong predominance of Church schools in Gozo, according to exigencies.

Conditions

3.1 The appointment, which is subject to a probationary period of one year, is on a full-time basis and is subject to the rules and regulations of the Secretariat for Catholic Education.

3.2 Selected candidates are expected to work normal school hours as stipulated in the annual calendar of the Secretariat for Catholic Education. Those selected **will not** be entitled to any extra remuneration but will retain their salary scale.

3.3 The Secretariat for Catholic Education will be responsible for the deployment of the support teachers.

General Provisions

- 4.1 A selected candidate may be required to attend courses, locally or abroad, as the Secretariat for Catholic Education may deem necessary.
- 4.2 A selected candidate will be eligible to apply for posts/positions (promotions) and will retain progression rights as stipulated in the collective agreement for teaching grades. Service performing duties mentioned above will be considered as teaching experience and consequently the selected candidate will retain all rights of his/her substantive grade.
- 4.3 A selected candidate is expected to work normal school hours and will not be entitled to any extra remuneration unless requested to perform the duties stipulated in 2.1 after school hours, for which s/he would be compensated with time in lieu or receive extra remuneration at the discretion of the management. In view of the predominance of service in Church schools in Gozo, should a teacher residing in Malta be selected, transport expenses or any other expenses (e.g. overnight stays) will have to be met by the successful candidate. However, should the teacher 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.

Submission of recognition statements in respect of qualifications

- 5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Applicants must provide transcripts of their qualifications. Diploma/Degree/Post-Graduate certificates must be accompanied by a transcript, in English, showing the grade obtained and the final classification.
- 5.2 With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the Malta Qualifications Council, or by any other designated authority, as applicable.

5.3 Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the Directorate for Curriculum and Standards as soon as it is available and, in any case, by not later than one (1) month from the closing date of the call for applications.

5.4 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection

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

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. A notification of the issue of the result will be sent to all interviewees.

6.3 Selection will be made according to the result list which will be valid for one (1) scholastic year.

6.4 Kindly be advised that the selected candidate may be required to commence duties as late as September 2019.

6.5 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 18th March, 2019**. 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. All applications will be acknowledged by the Director for Curriculum and Standards.

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Director for Curriculum and Standards
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