



Secretariat for Catholic Education

CALL FOR APPLICATIONS FOR THE POST OF SENIOR EDUCATION SUPPORT PRACTITIONER (SEBD) IN CHURCH PRIMARY, SECONDARY AND POST-SECONDARY 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 for the post of Senior Education Support Practitioner (Social Emotional Behavioural Difficulties [SEBD]) for primary, secondary and post-secondary Church schools in Malta and Gozo.

1.0 Terms and Conditions

- 1.1 The post of Senior Education Support Practitioner – Social Emotional Behavioural Difficulties (SEBD) 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 time-table established by the Director for Educational Services, and is subject to the rules and regulations governing the Secretariat for Catholic Education.
- 1.2 This appointment is subject to a probationary period of twelve (12) months.
- 1.3 The salary for the post of Senior Education Support Practitioner (SEBD) is Salary Scale 8, currently, €22,645.00 per annum, rising by annual increments of €486.83 up to a maximum of €25,565.98.

2.0 Duties

2.1 The duties Senior Education Support Practitioner (SEBD) include:

- i. receiving referrals from schools for consultation on situations of students who are manifesting challenging behaviour;
- ii. offering hands-on practical measures to class teachers and other school staff about effective ways of supporting students who manifest challenging behaviour;
- iii. coordinating training programmes for schools;
- iv. coordinating and managing national screening programmes to assist in the design of early intervention programmes for students;
- v. observing students in class so as to be able to make suggestions to the school staff on effective measures that can be implemented;
- vi. working with groups of students when necessary on issues of challenging behaviour;
- vii. receiving referrals from schools when it is decided that a student should enter a Learning Zone or Learning Centre;
- viii. managing the assessment process, consulting with the schools and parents/carers and with the students so as to make recommendations whether the students' needs may be catered for in a Learning Zone or a Learning Centre;
- ix. offering hands-on support and consultation with staff working in learning support zones or learning support centres;
- x. participating in research and projects as required;
- xi. being accountable to the Service Manager for Student Services;
- xii. performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Director for Curriculum and Standards;
- xiii. 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 various primary, secondary and post-secondary Church schools s/he is assigned to, according to exigencies.

3.0 Eligibility requirements

3.1 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 Department of Citizenship and Expatriate Affairs within the 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 both the English and Maltese languages;
- (iii) in possession of a recognised Masters’ qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits or equivalent with regards to programmes

commencing as from October 2008) in Social, Emotional and Behavioural Difficulties or in Social Sciences related to Learning Difficulties and/or Disabilities, or a professional comparable qualification issued by an institution of higher education duly recognised by the Education Authorities.

3.2 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/ECVETS 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 of applications.

3.3 Applicants must be of conduct which is appropriate to the post applied for and 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.

3.4 Applicants must be eligible to take up their due appointment, in terms of 3.1 to 3.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

3.5 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.

4.0 Submission of supporting documentation

4.1 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.

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

5.0 Selection

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

5.2 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.

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

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

6.0 Submission of applications

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 for Church Schools.

Mr Ian Mifsud
Director for Curriculum and Standards
Call: SESP (SEBD)
Secretariat for Educational Services
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Floriana FRN1472