

# Call for Application for the Post of **Support Teacher to work in Malta**

1. To strengthen its mission, Fondazzjoni Sagħtar is seeking to employ a **Support teacher** to work in Malta.
2. Applicants are expected to be in possession of a teaching qualification namely B.Ed (Hons) or a First Degree at MQF Level 6 plus PGCE or a First Degree at MQF Level 6 plus MTL, or a recognized appropriate comparable teaching qualification.
3. Applicants are also expected to be in possession of a Permanent Teacher's Warrant and have a full-time teaching experience of at least 3 years.
4. A qualification in Maltese and/or English, any relevant qualification and experience in book publishing and distribution will be considered an asset.
5. Candidates should submit the completed application form (included), a Curriculum Vitae (European CV Format), a Certificate of Conduct (issued by the Police in the last six months immediately preceding the closing date) and copies of their certificates and/or qualifications.
6. Applications may be sent by email to [info@saghtar.org.mt](mailto:info@saghtar.org.mt) or may be delivered by hand or by post to:

The Chairperson Selection Board  
Fondazzjoni Sagħtar  
MUT, 759, St. Joseph High Road, Hamrun HMR 1016

7. Applications will be received by noon of Monday 5th June 2023. Late applications will not be considered.

## **Further Information**

The chosen candidate shall be employed on conditions determined by Fondazzjoni Sagħtar. S/he will be answerable to the Chairperson of Fondazzjoni Sagħtar or his/her delegate.

The selected candidate must:

- Possess an excellent command of oral and writing skills in both Maltese and English.
- Be a self-motivated and organised individual
- Undertake projects and research as required
- Be able to work independently – within a team in a multi-tasking environment
- Be an outstanding team player, show initiative and commitment together with a propensity for taking on responsibility and meeting deadlines

## **Responsibilities**

It shall be the duty of the Support Teacher to:

- Carry out teaching duties at schools, at the foundation's premises or as requested;
- Assist in the administration of Fondazzjoni Sagħtar;
- Work on all processes of publications of the foundation as applicable;
- Work with schools to promote publications
- Devise and run programmes to promote the educational field and/or education in general;
- Administer and manage the reference library;
- Liaise with other professional entities in the field to reach Fondazzjoni Sagħtar's professional objectives;
- Provide support to Fondazzjoni Sagħtar in the co-ordination, implementation, monitoring and control of project activities, even those co-financed by EU funds;
- Under the direct responsibility of the Chairperson of Fondazzjoni Sagħtar develop work plans including setting tasks, deadlines, and monitoring and summarising progress of projects;
- Manage the effective implementation of the duties and tasks assigned;
- Handle all administrative work in relation to the duties assigned and work within stipulated timeframes;
- Communicate, organise and participate in meetings both online and in person with partners, stakeholders and other parties, locally and abroad;
- Keep a record of all meetings, agendas and financial statements;
- Maintain all the necessary documentation as required;
- Be available for meetings, any audits or on-the-spot checks;
- Manage the day-to-day operational aspects of the duties assigned;
- Work in liaison with the Chairperson, FSAB members and colleagues;
- Organise courses, conferences, exhibitions or other events;
- Attend professional development as requested;
- Take up any other duties as deemed necessary by the Chairperson and/or his/her delegate.

## **Conditions of Work**

The employment is on an indefinite full-time basis with the applicable probation period as established by the law.

The conditions of work of the selected candidate are as follows:

- Work on a 40-hour week basis Monday to Friday
- Undertake duties primarily at the office in Malta
- Be entitled to legally established sick leave per annum
- Be entitled to legally established leave per annum
- Employed on an indefinite contract but subject to a probationary period of one year
- Be entitled to maternity leave and other family friendly measures as per legal provisions
- Be entitled to bonus payments as established by law

- Receive a starting salary at Scale 9 and progression as stipulated for teachers in the Sectoral Agreement between MEDE and MUT of December 2017 and applicable allowances as issued from time to time. Relevant years of experience will be acknowledged in terms of adjustment of salary and allowances.
- An allowance shall be issued for any relevant additional qualification

### **Selection Process**

The selection process will be carried out by a selection board and will consist of:

- The verification of qualifications and experience claimed and supported by certificates
- An interview and/or extended interview as required
- Any other selection procedure deemed appropriate by the selection board

The selection process will follow the criteria:

- Academic qualifications
- Relevant work experience
- Suitability for post
- Performance in interview and/or extended interview and/or other selection procedure

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