



St Jeanne Antide College

St. Joan Antide Primary School – Gudja

At school we learn to love and love to learn.

CALL FOR APPLICATIONS FOR THE POST OF TEACHER PRIMARY AT ST JOAN ANTIDE SCHOOL

St Joan Antide Primary School would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. St Joan Antide Primary School 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. It also adheres to the Maltese Ecclesiastical Province Statement of Policy and Procedures in Cases of Sexual Abuse published in November 2014.

Nomenclatures denoting the male gender also include the female gender.

1.0 Introduction

- 1.1 **St Joan Antide Primary School** invites applications for the post of Teacher of Primary Education (General).
- 1.2 A selected candidate may be required to teach one or more subsidiary subjects for which s/he is deemed to be sufficiently qualified.
- 1.3 If a subject is taught or will be taught in more than one cycle, a selected candidate may be required to teach in the respective cycles.
- 1.4 A selected candidate may be required to undergo any special training as deemed necessary.

2.0 Terms and Conditions

- 2.1 This appointment is subject to a probationary period of (1) one year.
- 2.2 The selected candidate will be required to work on a full-time indefinite basis and is subject to all applicable rules and regulations, particularly those established in the Church Schools Sector and Primary Education (General); .



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- 2.3 The Salary of the post of Teacher is pegged to salary scale 9, which in 2023, is €24,494.79 per annum, rising by annual increments of €447.33 up to a maximum of €27,178.77. This salary is supplemented by an Education Grades' Allowance of €2,350 per annum together with a Works Resources Fund of €650 per annum.
- 2.4 A Teacher will progress to Salary Scale 8, which in 2023 is €26,048.25 per annum, rising by annual increments of €486.83 up to a maximum of €28,969.23 on completion of eight (8) years satisfactory service in the grade and to Salary Scale 7, which in 2023 is €27,697.53 per annum, rising by annual increments of €531.17 up to a maximum of €30,884.55 on completion of a further eight (8) years satisfactory service in Salary Scale 8.
- 2.5 Progression of a Teacher to the next salary scale may be accelerated from eight (8) years to (6) six years, if a teacher cumulates an aggregate of 360 hours of recognised self-sought Continuous Professional Development (CPD) time over six (6) years (through the applicable scheme issued by the Secretariat for Catholic Education). Provided that if such self-sought CPD is compensated through accelerated progression, any qualification arising from such hours may not be further compensated through any other form of qualification allowance.
- 2.6 All Salary Scales for all grades mentioned in this call are supplemented by the respective annual Education Grades' Allowance together with the respective annual Works Resource Fund according to the grade and salary scale and are subject to yearly increments as stipulated in the agreement between the Church Authorities and the Malta Union of Teachers (MUT) on the 7th August 2018.
- 2.7 A selected candidate who proves any teaching experience in accordance with:
- The Addendum Freedom of Movement of workers within member states of the EU (26th September 2013) and/or
 - The Agreement to Facilitate Mobility for Educators between Licensed Schools (29th July 2015)
- shall qualify for an adjustment in salary subject to entitlement.



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- 2.8 The appointment of a selected candidate who accepts to start employment on the 1st September 2023, shall be required to attend a pre-service induction training as directed by the Head of School during the month of September 2023. Thereafter a selected candidate shall be required to attend the pre-service Induction sessions for all Church Schools on the dates communicated by the Secretariat for Catholic Education. These mandatory sessions are part of the induction programme for newly qualified and newly recruited teachers.
- 2.9 The appointment as Teacher will be subject to the successful completion of the relevant qualifications mentioned in paragraphs 4.1 (iv) - (xi) by 30th November 2023. Failure to provide such evidence will lead to the removal from the result merit list and termination of employment as Teacher.

However, if an applicant engaged has not successfully completed the qualifications mentioned in paragraphs 4.1 (iv) - (xi) by 30th November 2023, s/he will be appointed as Supply Teacher. In such instances, the engagement will be on a definite basis, until the end of the scholastic year 2023/24.

- 2.10 A selected candidate who is not in possession of a Teacher's Warrant (Permanent), shall be eligible to obtain a Teacher's Warrant (Permanent), in terms of article 24 (2) of the Education Act. Employment beyond this period shall be subject to a possession of such a warrant in accordance with article 24 (1) of the same Act.
- 2.11 The appointment of a selected candidate is subject to the employee being awarded a Teacher's Warrant (Permanent).
- 2.12 A selected candidate will be required to complete an induction process successfully. The granting of the confirmation of appointment, usually after one year, and/or the awarding of a Teacher's Warrant (Permanent) in accordance with article 24 or 41 of the Education Act, do not exempt a selected candidate from successfully completing the induction training.

3.0 Duties

- 3.1 The duties and responsibilities for the post of Teacher may be viewed in Annex A attached to this call for application.
- 3.2 A detailed job description for the post of Teacher may be viewed in Annex B attached to this call for application.



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4.0 Eligibility requirements

4.1 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”; **OR**
- (f) in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit 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.



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- (ii) able to communicate in Maltese and English languages;
- (iii) of good moral character; applicants 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;
- (iv) in possession of a Teacher's Warrant (Permanent) issued by the Council for the Teaching Profession (CTP) under article 24 (2) of the Education Act;

However, candidates not in possession of a Teacher's Warrant issued by the CTP (Permanent) but who will eventually qualify for one in accordance with article 24(2) of the Education Act may also apply. Their appointment as Teacher is conditioned to their being awarded a Teacher's Warrant (Permanent/Temporary) in accordance with the relevant articles of the same Act. Applicants who are offered employment must submit an online application for new/renewal of temporary warrant through the following link: <https://education.gov.mt/en/teachingprofession/Pages/CTP.aspx>. The temporary warrant always expires on 31st August and must be renewed every school year. **AND**

- (v) be in possession of a Teacher's Warrant (Permanent) plus a recognised teaching qualification/pedagogical course at MQF Level 6, as defined in this call and its appendices and have accrued not less than fifteen (15) years teaching experience, teaching the subject/area/cycle applied for in a licensed school; **OR**
- (vi) have a Teacher's Certificate or have successfully completed the Graduate Teacher's Course, both at MQF Level 6 organised by the Education Division with the subject applied for taken as the main subject in the Teacher's Training Course; **OR**
- (vii) have a recognised teaching qualification at MQF Level 6/7, as defined in this call and Appendix A, which includes the subject/area applied for as a main area of study and satisfying further eligibility as defined in Appendix B if applicable, for the subject/area/cycle applied for; **OR**
- (viii) have a recognised teaching qualification at MQF Level 6, as defined in this call and its appendices, in the subject/s taught at the secondary cycle, plus an adaptation course recognised by the Education Authorities and four (4) scholastic years full-time teaching experience in the primary cycle in a licensed school offering compulsory education. Applicants who have the requirements stipulated in this paragraph but do



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not have this adaptation course will still be eligible to apply on condition that, if successful, the applicant will be required to follow this course when requested by the Education Authorities; **OR**

- (ix) have a recognised teaching qualification/pedagogical course at MQF Level 6, as defined in this call and its appendices, and has a minimum of 60 ECTS/ECVET credits at MQF Level 6 in the subject/area applied for even if their teaching pedagogical qualification/course, as defined in this call and its appendices, is not in the subject/area applied for; **OR**
- (x) applicants who have registered for, and subsequently awarded, a recognised (Masters) qualification at MQF Level 7 with a minimum of 60 ECTS/ECVET credits or equivalent* in the subject applied for, before 29th July 2008, and have been awarded a Teacher's Warrant (Permanent) in accordance with article 41 of the Education Act, must also have a recognised teaching qualification at MQF Level 6/7, as defined in this call and its Appendix A, in the subject/area/cycle applied for.

However, if an applicant is in possession of a Teacher's Warrant (Permanent), but is not in possession of a recognised teaching qualification at MQF Level 6/7, as defined in this call and its appendices, s/he is still eligible to apply on condition that the applicant provides documented evidence that s/he has been confirmed, (i.e. no longer under probation/worked for a full scholastic year) in the grade of Teacher, and has taught the subject/area/cycle applied for, in a licensed school offering compulsory education.

- (xi) Applicants in possession of a teaching qualification in Early Childhood Education and Care or in the Primary, as defined in this call and its appendices, must also be in possession of:
 - (a) Three (3) Ordinary Levels at MQF Level 3 (minimum Grade C or 5) or a recognised comparable qualification in Maltese Language, English Language and Mathematics. An Advanced Level at MQF Level 4 (minimum Grade E), or comparable or a pass in the respective subject module taken as part of a recognised qualification shall be accepted as an alternative to Ordinary Level MQF Level 3, unless otherwise stated. Provided that an applicant who does not satisfy these requirements (paragraph xi) would still be eligible to apply if s/he is in possession of a Permanent Teacher's Warrant and has been in a full-time teaching position in



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a licensed school for a period of not less than five (5) scholastic years in the last ten (10) scholastic years.

(b) Applicants who entered one of the courses stipulated in paragraph (xi) and Appendix A as mature students and successfully completed such courses, are exempt from the provisions of paragraph (xi) (a) provided they produce a testimonial to this effect from the awarding institution.

4.2 A table of recognised teaching qualification or pedagogical course (Appendix A) mentioned above or in Appendix B, are attached to this call.

4.3 Qualifications at a level higher than that specified above and in Appendices A and B, will be accepted for eligibility purposes, provided they meet any specified subject/area/cycle requirements.

4.4 Applicants who are in the final year of the course leading to the award of the appropriate qualification as per paragraphs under section 4.1 may still apply. Such applicants would need to prove the successful completion of the relevant course by 30th November 2023. Failure to provide such evidence will lead to the removal from the result merit list and his/her appointment as Teacher will be changed to that of a Supply Teacher and the engagement will be on a definite basis for scholastic year 2023/24.

4.5 In the case that no suitable applicants will be found for the post, the employment of Supply Graduate Teachers will be considered. The salary for the post of a Supply Graduate Teacher is the minimum of Salary Scale 10, which in 2023 is €23,029.57 per annum and an annual Education Grades' allowance of €625. Refer to Appendix C for eligibility requirements.

4.6 In the case that no suitable applicants will be found for the post, the employment of Supply Teachers will be considered. The salary for the post of a Supply Teacher is the minimum of Salary Scale 12, which in 2023 is €20,270.04 per annum and an annual Education Grades' allowance of €575. Refer to Appendix D for eligibility requirements.

4.7 In the absence of applications from eligible candidates according to paragraphs 4.1, 4.5 and 4.6 above and/or in the absence of successful candidates, eligibility shall be extended to retired employees in the grades of Heads of School, Assistant Heads of School, Education Officers,

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Heads of Department and Teachers/Instructors, who have at least five (5) scholastic years teaching experience in the subject/area/cycle applied for in a licensed school offering compulsory education, to perform teaching duties for a definite period on a full-time or part-time basis as and when required.

The salary pegged for the selected retired teachers/instructors who return to teach, will be remunerated at the Salary Scale and step on which they retired, including all relevant applicable allowances, on presentation of evidence (testimonials/documentation) to the satisfaction of management.

The salary pegged for the selected retired Heads of School, Assistant Heads of School, Education Officers, and Heads of Department who return to teach, will be remunerated at the maximum of Salary Scale 7 (which is maximum of a teacher's salary), which in 2023 is €30,884.55 including all relevant applicable allowances.

- 4.8 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.7 above, not only by the closing time and date of this call for applications but also on the date of appointment.
- 4.9 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.
- 4.10 It is the applicant's responsibility to present a comparability statement issued by the CTP for teaching qualifications confirming the comparability of the qualification in accordance with paragraph 4.12 to 4.5 and Appendix A. Holders of a teaching qualification as listed in Appendix A, are exempt from presenting such a comparability statement.

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60/180 ECTS/ECVET credits (as applicable). The advice of the MQRIC may be sought.

5.0 Submission of Supporting Documentation



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- 5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Applicants wishing to produce supporting documentation over and above that required by this call, including teaching practice reports, are to produce such documentation, if and when called for an interview. 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. Applicants must also produce an updated Employment History issued by Jobsplus or its equivalent, as proof of work experience. Failure to produce this document means no marks will be given for experience.

6.0 Selection Procedure

- 6.1 Eligible applicants will be interviewed by a Selection Board to assess their suitability for the post.
- 6.2 A successful applicant under clause 4.4 will be placed in the order of merit, subject to the condition that s/he is either fully qualified or has successfully completed his/her teaching qualification, by 30th November 2023. Failure to satisfy any one of the above conditions will lead to the removal from the merit list.
- 6.3 The results will be published on the notice board of the school within fifteen (15) working days of the interviews.
- 6.4 When filling vacancies open for both Fully Qualified (Regular) and Non-Qualified (Supply) Grades, in case successful candidates on the order of merit are in possession of all the necessary qualifications for the Regular post, the list (order of merit) remains valid for one (1) year from the date of publication of result (for all fully qualified candidates only) unless otherwise specified in the Call. On the other hand, in the case of successful candidates only eligible for Supply Grades, the order of merit will only be valid until the end of the particular scholastic year for which the recruitment is being performed.

7.0 Submission of Applications



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- 7.1 A letter of application in own handwriting, accompanied by a CV will be received in the first instance by the Head of School by not later than **09/06/2023**. 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 Head of School. **Late applications shall not be considered.**

Name of Head of School Ms Marion Cutajar
Head of School
St Joan Antide Primary School
Call: Teacher of Primary
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