

Call for Applications

Learning Support Co-ordinator at Stella Maris College

The Malta Trust of the Brothers of the Christian Schools (De La Salle Brothers) has a zero tolerance policy towards any form of child abuse and 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.

1. General

1.1 Stella Maris College invites applications from eligible, outstanding educators with the requested qualifications as specified in Section 4 of this same Call, for the post of:

- **Learning Support Co-ordinator at Stella Maris College**

1.3 The selected applicant will take up the post as from the start of scholastic year 2024/25.

2. Terms and Conditions

2.1 The salary for the post of Learning Support Co-ordinator, which is subject to a probationary period of one year, starts at Salary Scale 9 Step 7, which in 2024 is €28,273 per annum. The post is then entitled to progression on the system used for teaching grades, progressing to salary scale 8 and eventually to salary scale 7 through years of experience. The salary is therefore subject to the yearly increments related to Salary Scale 8 and subsequently to Salary Scale 7 as per the progression of scales for teaching grades. It is also subject to any future collective agreement increases for teaching grades related to these salary scales, including to allowances.

2.2 The selected candidate shall also receive an education grade allowance which for salary scale 9, in 2024, is €2,350 per annum and a work resources allowance which for salary scale 9, in 2024, is €650 per annum. Allowances are also subject to increase in relation to progression of salary scale.

2.3 The selected candidate will follow working conditions of teaching grades. However, the candidate may be required to be on duty after school hours and during holiday periods in case of issues which may arise in relation to the below mentioned duties of a Learning Support Co-ordinator, such as, but not limited to, attendance for Stateminting Board meetings.

2.3 The selected candidate shall be supported, encouraged and guided by a process of induction during the period of probation and at any other time when the Head of School or Director may deem necessary.

2.4 The selected candidate may be required to attend courses and conferences, locally or abroad, as may be deemed necessary including ethos training

3. Duties and Responsibilities

3.1 The Learning Support Coordinator (LSC) coordinates the implementation of the College's inclusive processes and practices, in conjunction with the Director of Educational Mission, the Heads of School and the Senior Leadership Teams of each school.

The LSC should display strong leadership skills and have the necessary professional skills, competencies and attitudes in the area of inclusion. The LSC should work well in a team and be able to develop and nurture positive relationships among staff members, learners and parents.

The roles and responsibilities of the LSC include the following:

- a. in liaison with the Director of Educational Mission, Heads of School and Senior Leadership Teams, ensure the effective implementation and monitoring of the College's inclusion processes and practices so as to ensure that all learners have equitable access to the curriculum, particularly those with a Statement of Needs;
- b. monitoring the development, implementation and review of Individualised Educational Programmes (IEPs) for learners with a Statement of Needs;
- c. in collaboration with the Senior Leadership Teams, ensuring the timely deployment of human resources so that adequate provision is made for the needs of learners with a Statement of Needs.
- d. coordinating the work of the Learning Support Educators in the College;
- e. mentoring and supporting educators to ensure that the curriculum is differentiated effectively, where necessary, so that learners with a Statement of Needs are successfully included in the teaching and learning process;
- f. in collaboration with the Senior Leadership Teams, ensuring the coordination and implementation of the provision of access arrangements, where needed;
- g. adopting and working towards the implementation of the School Development Plans of the schools within the College;
- h. accessing and monitoring the records of learners with a Statement of Needs;
- i. advising the Director of Educational Mission, the Heads of School and the Senior Leadership Teams on the procurement and management of the necessary resources needed to strengthen the inclusion processes and practices of the school, and monitoring their utilisation;
- j. advising and coordinating any professional development provision which may be needed by staff members of the College in the area of inclusion;

- k. ensuring smooth transition processes for learners with a Statement of Needs (i.e. transition from one school to another or from one sector to another) ;
- l. liaising when appropriate with feeder and receiver schools;
- m. mentoring all staff members within the College to encourage the implementation of inclusive processes and practices;
- n. liaising with the schools' multi-disciplinary teams in relation to issues related to learners with a Statement of Needs;
- o. under the direction of the Heads of School, liaising and collaborating with the Secretariat for Catholic Education and other external agencies and professionals involved in supporting learners with a Statement of Needs;
- p. liaising with, supporting and collaborating with parents/guardians of learners with a Statement of Needs;
- q. in collaboration with the Senior Leadership Teams, assisting in the filling in of applications of learners to the Statementing Moderating Panel;
- r. performing any other related duties as requested from time to time, by the Director of Educational Mission.

4. Eligibility requirements

4.1 By the closing time and date of this call for applications, an applicant:

- a) (i) is a citizen of Malta; OR
- (ii) is a citizen of another European Union Member State; OR
- (iii) is a citizen of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Director Citizenship and Expatriate Affairs, Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply); OR
- (iv) is the spouse or child, even if she/he is a third country national, of any person mentioned at (i), (ii) and (iii) above, provided she/he is eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry of Foreign Affairs.

The appointment of candidates referred to in (ii) and (iii) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

b) have the ability to communicate verbally and in writing in Maltese and English.

4.2 By the closing time and date of this call for applications, applicants must be in possession of a recognised full qualification at MQF Level 6 or higher in Inclusive Education or a related area.

4.3 Original certificates and testimonials may be requested for verification.

5. Submission of supporting documentation

5.1 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect to their qualifications from MQRIC¹, or other designated authorities.

5.2 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 qualification obtained and the final classification. Scanned copies sent electronically are acceptable. Original certificates and/or testimonials may be requested for verification.

6. Selection procedure

6.1 An individual interview will be held for all eligible candidates . Further details will be given to all eligible candidates.

6.2 The Selection Panel will issue an order of merit.

6.3 Candidates will be sent the result of the interview as a global mark and their rank order. They may also request a breakdown of their own personal result within seven (7) working days of sending the result. The request needs to be in writing and addressed to the Director of Educational Mission at this email address: director@lasallemalta.edu.mt

7. Submission of applications

7.1 Interested applicants are required to send a covering letter stating their intent, supported by the necessary documentation and the name of two referees. The application should include a detailed Curriculum Vitae (Europass CV), and, where applicable, a Service and Leave record form (GP 47). These documents are to reach the Director of Educational Mission, La Salle Malta, by not later than noon (Central European Time) of **Friday 22nd March, 2024**.

7.2 Applications by email should be sent to the following email address:
hr@lasallemalta.edu.mt

7.3 Applications will be acknowledged by email within two days of the closing date. Applications by post or by hand will not be accepted.

¹ ¹ Malta Qualification Recognition Information Centre (MQRIC) - <https://mfhea.mt/>
(Certified qualifications by MFHEA recognised universities do not need the statement mentioned above)