

Ministry for Education, Sport, Youth, Research and Innovation

Post of Teacher in the Ministry for Education, Sport, Youth, Research and Innovation to serve in the European School Luxembourg

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR 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.

1.1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR) invites applications for the post of Teacher to primarily teach Maltese as a first language and English as a second language in the European School in Luxembourg, as from November 2023.

1.2. This engagement will be on a secondment basis as per “Regulations for Members of the Seconded Staff of the European School” Ref: 2011-04-D-14-en-17, which can be accessed from <https://www.eursc.eu/BasicTexts/2011-04-D-14-en-19.pdf>.

Terms and Conditions

2.1. The salary for the post of Teacher is pegged to the selected candidate's substantive grade, if a public officer or 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, if the selected candidate is not a public officer.

2.2. The selected candidate's basic salary will be supplemented by a remuneration package, which includes a household allowance, a spouse's income allowance (if applicable), dependent child allowances, education allowances, expatriation allowance, daily subsistence allowance, installation allowance, and a resettlement allowance. This package also includes, reimbursement of expenditure in the form of travel and removal expenses. Details of the allowances and reimbursement of expenditure can be obtained from the European Schools website <https://www.eursc.eu/BasicTexts/2011-04-D-14-en-19.pdf> (Official document may be updated). Other conditions of work, including school holidays, leave etc are also available from the sources mentioned in this paragraph.

2.3. The appointment, which is subject to a probationary period of one year for selected applicants who are not public officers, is on a full-time basis and is subject to the rules and regulations governing from time to time in the Malta Public Service in general and MEYR in particular, and involves liability to deployment according to the exigencies of the Malta Public Service.

2.4. A selected candidate will be given a two (2) year assignment, to serve as a Teacher at the said school, which can be renewed for a further three (3) year period and maybe renewable for a further four (4) year period. The assignment will be subject to a two (2) year probationary period. The total period of secondment of a member of the teaching may not be more than nine (9) years, except notwithstanding national provisions, in special, duly specified case, on request of the Director or on request of the seconding authority, an extension up to a maximum period of another three (3) years may be granted. The secondment may be terminated at any time for a valid reason by the decision of the joint board of inspectors of European Schools in accordance with the arrangements laid down in the Implementing Regulations.

2.5. The remuneration package indicated in paragraph 2.2 is strictly tied to the duties to be performed in any European School, and as such it will cease to be paid when the assignment of the selected officers ends or is terminated.

2.6. If a selected candidate is not a serving public officer in the Maltese Public Service, s/he shall be appointed in the substantive grade of Teacher within MEYR and concurrently with the above-mentioned two-(2)-year

probationary period on the assignment (see paragraph 2.4) he/she will also be required to complete a probationary period of one (1) year in the said substantive grade. If not confirmed in the said substantive Grade his/her employment with MEYR as well as with the Maltese Government will be discontinued. However, if confirmed in the said substantive Grade but his/her assignment ends or is terminated, he/she will resume teaching duties in a state college, according to the local exigencies of MEYR and the Malta Public Service.

2.7. Conditions and procedures regarding the acceptance for the post of Teacher, which can be accessed via http://educationservices.gov.mt/en/Documents/Vacancies/Acceptance_procedure_for_new_teachers.pdf will apply, if and when a successful candidate, who is not a public officer, is contacted by MEYR.

2.8. A selected candidate will be eligible to apply for posts/positions and will retain progression rights as stipulated in the collective agreement for teaching grades. Service performing duties at the European School, will be considered as teaching experience and consequently the selected candidate will retain all rights of his/her substantive grade.

2.9. Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

2.10. Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC/ADAC positions or applications for a definite position.

Duties

3. The job duties for the post of Teacher may be viewed in Annex A attached to this Circular.

Eligibility Requirements

4.1. 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"; **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 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 licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. be proficient in both the Maltese and English Languages; AND

iii.

(a) be in possession of a recognised qualification (Bachelor) at MQF Level 6 (subject to a minimum of 240 ECTS/ECVET, credits or equivalent, which includes 16 ECTS/ECVET, credits or equivalent in Teaching Practice (TP) and 8 ECTS/ECVET, credits or equivalent in school experience*) in Education with a specialisation in Maltese and any other subject;

(b) in the absence of applications from eligible officers according to paragraph 4.1 (iii) (a), and/or in the absence of successful candidates, eligibility shall be extended to candidates in possession of a recognised qualification (Bachelor) at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) with a specialisation in English and Maltese and a recognised pedagogical qualification at MQF Level 6 (subject to a minimum of 60 ECTS/ECVET, credits or equivalent, which includes 12 ECTS/ECVET, credits or equivalent in Teaching Practice and 6 ECTS/ECVET, credits or equivalent in school experience*) in Maltese;

(c) in the absence of applications from eligible officers according to paragraph 4.1 (iii) (b), and/or in the absence of successful candidates, eligibility shall be extended to candidates in possession of a recognised qualification (Bachelor) at MQF Level 6 (subject to a minimum of 240 ECTS/ECVET, credits or equivalent, which includes 16 ECTS/ECVET, credits or equivalent in Teaching Practice (TP) and 8 ECTS/ECVET, credits or equivalent in school experience*) in Education with a specialisation in Maltese and a recognised qualification (Certificate) at MQF Level 4 in Teaching English as a Foreign Language (TEFL);

(d) in the absence of applications from eligible officers according to paragraph 4.1 (iii) (c), and/or in the absence of successful candidates, eligibility shall be extended to candidates in possession of a recognised qualification (Bachelor) at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credit or equivalent*) with a specialisation in English and Maltese, and recognised pedagogical qualification at MQF Level 6 (subject to a minimum of 60 ECTS/ECVET, credits or equivalent, which includes 12 ECTS/ECVET, credits or equivalent in Teaching Practice and 6 ECTS/ECVET, credits or equivalent in school experience*) in English;

(e) in the absence of applications from eligible officers according to paragraph 4.1 (iii) (d), and/or in the absence of successful candidates, eligibility shall be extended to candidates in possession of a recognised qualification (Bachelor) at MQF Level 6 (subject to a minimum of 240 ECTS/ECVET, credits or equivalent, which includes 16 ECTS/ECVET, credits or equivalent in Teaching Practice (TP) and 8 ECTS/ECVET, credits or equivalent in school experience*) in Education with a specialisation in English and a recognised qualification (certificate) at MQF Level 5 (subject to a minimum of 30 ECTS/ECVET, credits or equivalent*) in "Qari ta' Prov bil-Malti";

iv. Besides the requisites stipulated in 4.1 (iii) above, applicants must further satisfy the following, be:

(a) in possession of a Teacher's Warrant (Permanent Warrant) as per section 24 (2) of the Education Act (Cap.327); and

(b) currently a Teacher; and

(c) have not less than three (3) scholastic years teaching experience in the last six (6) years in a licensed school offering compulsory education; and

(d) have been teaching in the two (2) years immediately preceding the issue of this call for applications in a licensed school offering compulsory education; and

(e) in addition to English and Maltese, have a thorough knowledge of a second Community language. Knowledge of the language of the place of employment is desirable;

v. Any reference to a Teaching/pedagogical qualification/course mentioned in this call is to be deemed as recognised by the CTP in terms of article 24 (2) (d) (iv) of the Education Act and can be accessed (Appendix A) using the website:

<https://educationservices.gov.mt/en/vacancies/Pages/Vacancies.aspx>

* A recognised qualification comparable to 6, 8, 12, 16, 30, 60, 180, 240 ECTS/ECVET credits (as applicable), as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

vi. Public Officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position or in a lower grade/position. Reversion to previous unconfirmed appointment is not possible.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Masters qualification at MQF Level 7, or equivalent*, must comprise a minimum of 90 ECTS/ECVET credits.

* A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application. A recognised Masters qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

(ii) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 4.1 (iii) or else as indicated in paragraph 4.2 (i) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment.

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clauses 4.1 (iii) or 4.2 (i).

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the Selection Board could opt to give one of the lower marks if substantiated by an available transcript.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3. Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.4. Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of "service in the grade" as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications

4.5. Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service 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 and state whether they have ever been in Government Service, giving details.

4.6. Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.7. Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.8. 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 (see link below).

Submission of Supporting Documents

5.1. Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal (<https://edurecruitment.gov.mt>). 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.

Selection Procedure

6.1. Preference will be given to applicants in possession of a proficiency Level minimum B2 of CEFRL in a second Community language (EU). Knowledge of the language of the place of employment is desirable.

6.2. Eligible applicants will be required to sit for a proficiency test in the Maltese and English languages organised by MEYR. The maximum mark for this selection process is 800 and the pass mark is 560. The Proficiency Tests have a maximum mark of 400 and a pass mark of 280, while the interview carries a maximum mark of 400 and a minimum of 200. The Assessment Criteria can be accessed on: <https://educationservices.gov.mt/en/vacancies/Pages/Vacancies.aspx>.

6.3. Only candidates who obtain at least 70% of the marks allocated for each proficiency test will be interviewed by a Selection Board to determine their suitability for the post. At the interview applicants are expected to present a professional portfolio highlighting aspects of the teaching and learning process including teaching resources and a brief five minutes presentation of a topic alongside their portfolio. They are also expected to have a basic knowledge of the European Schools structure and organisations which can be accessed on <http://eursc.org/>.

6.4. The proficiency tests of one hour each duration, will be held within MEYR. An e-mail with date / time and place will be sent to eligible applicants.

6.5. A notification of results published can be accessed on: <https://educationservices.gov.mt/en/vacancies/Pages/Published%20Results.aspx>.

Submission of Applications

7.1. Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation through the Online Education Recruitment Portal only on <https://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal.

The closing date of the receipt of applications is 17:15 hrs (Central European Time) of Tuesday, 03rd October, 2023. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3. Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4. Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- medical examination;
- the process for the submission of petitions concerning the result;
- access to application forms and related details;
- retention of documents;

may be viewed by accessing the website of the People & Standards Division at the address <https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>.

These general provisions are to be regarded as an integral part of this call for applications.