

## POST OF TEACHER WITHIN SAN ANTON SCHOOL

*San Anton School is an equal-opportunity employer. Additionally, it has a zero-tolerance policy towards any form of child abuse. The 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.*

### *Eligibility Requirements*

1. By the closing date and time of this call for applications, applicants must be:
  - (i) Proficient in the English Language. Due consideration will be given to candidates who are also proficient in the Maltese Language; AND
  - (ii) in possession of a qualification at MQF level 7 in Teaching and Learning; OR
  - (iii) in possession of a teaching qualification as specified in Annex A at the end of this document (Recognised Teaching qualifications or Pedagogical courses).

It is being assumed that eligible candidates through the above criteria are either in possession of a Teacher's Warrant (Permanent) or will eventually qualify for a Teacher's Warrant (Permanent) in accordance with Section 24 (2) if the Education Act (Cap 327) but both would be in the meantime in possession or eligible for a Temporary Warrant.

**Applicants who are in their final year of studies reading for a course that will lead to a teaching qualification, may still apply subject that documentary evidence from the educational institution is provided as a confirmation.**

2. Qualifications and experience claimed must be supported by relevant documentation. Original certificates and/or other documentation must be produced during the interview for verification.
3. Proven relevant work experience will be considered an asset.
4. Eligible candidates will be requested to attend for an interview.

### Terms and Conditions

- The post of Teacher is on an indefinite basis.
- The post of Teacher is subject to a probationary period of one (1) year.
- The salary pegged to the post of Teacher is equivalent to the Salary Scale 9, which in the year 2021, is €22,633 per annum, rising by annual increments of €447.33 up to a maximum of €25,316. This salary is supplemented by a Class Allowance of €2,350 per annum together with a Works Resources Fund of €650 per annum as stipulated in the agreement between San Anton School and the Malta Union of Teachers.
- A Teacher will progress to Salary Scale 8 (€24,091 x €486.83 - €27,011) on completion of eight (8) years satisfactory service as Teacher and to Salary Scale 7 (€25,656 x

€531.17 - €28,843) on completion of a further eight (8) years satisfactory service in Salary Scale 8.

- A Selected candidate who proves any teaching experience shall qualify for an adjustment in salary subject to entitlement.

#### Duties (as per San Anton School Collective Agreement)

A full time teacher has the following working load and receives a yearly teacher's allowance to cover any class teacher or extra duties deemed to be necessary for the effective and efficient running of the school.

- Junior Sector:* A contact period of 21 hours and 45 minutes per week (in June 20 hours per week) averaged out over a period of 1 term, plus a maximum of 1 hour and 30 minutes of planning sessions.
- Senior Sector:* A contact period of 16 hours per week (in June 10 hours per week), plus a maximum of 1 hour and 20 minutes planning sessions, and a maximum of 1 hour 20 minutes of replacements per week. Provided that where teachers are remunerated for any lessons delivered in excess of the afore-mentioned 16 hours of contact time per week, the maximum 1 hour 20 minutes replacement lesson load remains unaltered.

#### *Duties and Responsibilities of a full-time teacher:*

- Planning and preparing schemes of work and preparing lesson material;
- Advising and cooperating with the Head of School/ Head of Sector and other teachers during normal working hours on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and evaluation;
- Coordinate adapted examination papers for students with individual educational needs with the assistance of the LSE concerned and the school INCO.
- Keeping methods of teaching and programmes of work under review and modifying them as the need arises or as directed by the Head of School;
- Teaching the pupils assigned to him/her, according to their educational needs;
- Proper and timely setting and marking of work given in school to be carried out by pupils in school and elsewhere;
- Assessing, recording and reporting on the development, progress and attainment of pupils;
- Participating in arrangements for preparing students for examinations and in assessing pupils and recording their achievements;
- Setting and marking of examination papers; supervising candidates under examination conditions during normal working hours;
- Preparing supplementary exam papers, with due coordination with LSEs and marking the exam papers against payment;
- Supervising the work of persons and professionals engaged to provide support for the normal teaching programme and coordination with the same and with the INCO where necessary to ensure the best possible educational experience for all his students (ex. LSEs and teachers' assistants);

- Maintaining good order and discipline among pupils and following appropriate procedures for their safety;
- Consulting with the parents of pupils and providing professional advice;
- Attending and participating in all school functions during normal school hours, including Sports Day, staff meetings (to be held once per term outside school hours on a rotary basis) and in two Parents' Meetings, each held over one school day, one during the first and the other during the second term respectively. Provided that, in Senior Sector, Parents' Meetings will run from 8:30am till 5.30pm with two half-hour breaks.

### **PART TIME TEACHERS**

A part time teacher should follow the full time teacher's job description. A part time teacher will be paid pro-rata of the appropriate scale, and receives a pro-rata of the teacher's allowance.

## RECOGNISED TEACHING QUALIFICATION BY THE COUNCIL FOR THE TEACHING PROFESSION (CTP)

Any reference to a Teaching /pedagogical qualification/course mentioned in this call or in Appendix B is required to be as indicated in the table hereunder and is required to be deemed as comparable by the CTP in terms of article 24 (2) (d) (iv) of the Education Act.

Any of the below teaching/pedagogical qualification are exempt from presenting such a comparability statement.

Recognised Teaching Qualifications		MQF level	Minimum of ECTS/ ECVET credits	Minimum of Teaching Practice (TP) /School experience	ECTS/ECVET credits
1	Master's in Teaching and Learning (MTL)	7	120	TP	20
2	Bachelor of Education	6	240	TP	16
				School experience in the subject/area	8
3	Bachelor of Education	6	180	TP + school experience	30
				Experiential Learning/Internship	6
4	Bachelor of Education + Adaptation Course (Postgraduate Certificate)	6	180	TP	
				7	30
5	Bachelor of Education (ECEC)	6	180	TP	16 ECTS/ECVET credits

6	Degree in the subject/area +	6	180		
	Postgraduate Certificate in Education (PGCE)	6	60	TP	12
				School experience in the subject/area	6
7	Degree in the subject/area +	6	180		
	Postgraduate Diploma in Education (PGDE)	7	60	TP + School experience	20
8	Degree +	6	180		
	Masters' in the subject/area +	7	90		
	Postgraduate Diploma in Education in the area/subject (PGDE)	7	60	TP + School Experience	20
	Degree in the subject/area +	6	180		
	Master's in the subject/area +	7	60		



9	Postgraduate Certificate in Education in the subject/area (PGCE)	6	60	TP + school Experience	12
	Any reference to a teaching/pedagogical course/qualification mentioned in this call, is referring to one of the above qualifications				