

# Call for Application for the Post of **Support Teacher**

1. To strengthen its mission as a professional organisation, the MUT is seeking to employ a **Support teacher** to work at its offices in Hamrun.
2. Applicants are expected to be in possession of a teaching qualification in Maltese and/or English 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 teaching experience of at least 5 years.
4. A qualification in proofreading in Maltese and/or English, any qualification in media or communication 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@mut.org.mt](mailto:info@mut.org.mt) or may be delivered by post to:

The Chairperson Selection Board  
Malta Union of Teachers  
759, St. Joseph High Road, Hamrun HMR 1016

7. Applications will be received by noon of Monday 20<sup>th</sup> May 2019. Late applications will not be considered.

## **Further Information**

The chosen candidate shall be employed on conditions determined by the Council of the MUT. S/he will be answerable to the President and the Council of the MUT.

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:

- Assist in the administration of the Educational Foundation of the MUT;
- Work on all processes of publications of the MUT or its foundation/s as applicable;
- Work with schools to promote publications
- Devise and run programmes to promote the profession and/or education in general;
- Carry out teaching duties at the Union, at schools or as requested;
- Administer and manage the reference library of the MUT;
- Liaise with other professional entities in the field to reach MUT's professional objectives;
- Provide support to Union Officials in the co-ordination, implementation, monitoring and control of project activities, even those co-financed by EU funds;
- Under the direct responsibility of the President of the MUT, and/or other Union Officials as directed by the President, 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 Union Officials;
- Organise courses, conferences, exhibitions or other events;
- Attend professional development as requested;
- Take up any other duties as deemed necessary by the President, and/or other Union Officials as directed by the President and/or the Council of the MUT.

## **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:

- 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 by the Union from time to time. Relevant years of experience will be acknowledged.
- An allowance shall be issued for any relevant additional qualification

### **Selection Process**

The selection process will be carried out by a selection board appointed by the Malta Union of Teachers and will consist of:

- The verification of qualifications and experience claimed and supported by certificates
- An interview and/or extended interview
- 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