



LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: HRD/7/2010

Date: 10th January 2011

From: Director, Curriculum Management and eLearning

To: All Heads of School and Section (State Only)

Subject: Applications for Teachers of Physical Education (P.E.) in the Peripatetic Service to serve in Primary Schools in Malta

Heads of School/Section are kindly requested to ensure that this circular is brought to the attention of all teaching staff who are to signify that they have seen it.

1. The Directorate for Quality and Standards in Education (DQSE) is inviting applications from teachers/instructors with a minimum of **five (5) scholastic years** teaching experience to perform duties as a peripatetic teacher of P.E. in primary schools in Malta for the period 2011-2012. Those already performing officially such duties **need not apply** as their service performing these duties is valid till 2012.
2. Due consideration will be given to applicants in possession of an appropriate qualification related to this field issued by an institution recognized by the Education Authorities and/or related experience.
3. Selected candidates will be required to serve in various primary schools within the College/s they are assigned to and will be expected to:
 - teach Physical Education;
 - advise the Heads of School and Teachers;
 - help in activities organized by Schools/Colleges and the Directorates DQSE/DES;
 - perform any other duties as requested from time to time by the Director Curriculum Management and eLearning and/or the Director General DQSE.
4. Successful candidates may be required to attend courses, locally or abroad, as the DES/DQSE may deem necessary.
5. Selected candidates will be eligible to apply for posts/positions (promotions) and will retain progression rights as stipulated in the collective agreement for teaching grades. Service as peripatetic teacher of P.E. will be considered as teaching experience and consequently the selected candidates will retain all rights of their substantive grade.
6. Selected candidates are expected **to work normal school hours**. Those selected **will not** be entitled to any extra remuneration. In fact should a teacher/instructor residing in Gozo be selected, transport expenses or any other expenses (e.g. overnight stays) will have to be met by the successful candidate.

7. Applicants have the right to apply for more than one internal call on a separate application form corresponding to its respective call and to indicate their preference, but the DES reserves the right to offer successful candidates **only one vacancy** according to the exigencies of the DES, even though when possible the preference shown will be taken into consideration.
8. Selection will be made according to the result list which will be valid for one (1) year. However the DES reserves the right not to place all successful candidates but to select the number of candidates needed according to the exigencies of the service.
9. Once a successful candidate is offered a placing in the service, the candidate must give **in writing (via e-mail)** his/her acceptance or non-acceptance. **The officer will be obliged to serve the full year stipulated by this call for application** except in special circumstances deemed by the Director General DES/DQSE. In such eventuality the successful candidate will **lose the right** to revert back to the College/school where s/he was serving even if the successful candidate has only served for a short period of time.
10. The services of a peripatetic teacher of P.E. may be terminated at any time at the discretion of the Director General, DES and/or Director General, DQSE. In such an eventuality the officer concerned will revert to class/subject teaching and **not** necessarily at the school s/he was last serving in.
11. Qualifications, which were required on entry as teacher/instructor need not be presented with this application or during the interview. Qualifications, in-service courses, experience, etc. claimed must be supported by certificates/documents, photocopies of which are to be attached with the corresponding application form. Originals must be presented at the interview.
12. All applicants are required to provide the Service and Leave Record Form (GP 47). **All eligible applicants will be required to sit for an interview.** Confirmation is subject to approval by the Director General, DQSE.
13. Applicants in receipt of a notification to attend for the interview and who are no longer interested or cannot keep the interview should notify the Chairperson of the Interviewing Board in writing.
14. Applications are to be addressed to:

**Customer Care Unit
Human Resources Development Office
The Directorate for Educational Services
Great Siege Road
Floriana VLT 2000**

15. All applications on the prescribed form are to reach the Customer Care Unit through the Head of School/Section by not later than **noon of Tuesday 25th January 2011.**

Late applications will not be considered.

**Alfred Mallia
Director
Human Resources Development**