



2nd July 2025

**CALL FOR APPLICATIONS FOR
THE POST OF POSITIVE DISCIPLINE COORDINATOR
AT ST ALOYSIUS COLLEGE SECONDARY SCHOOL**

1.0 Introduction

- 1.1 St Aloysius College invites applications for the post of Positive Discipline Coordinator at the Secondary School.

2.0 Terms and Conditions

- 2.1 This appointment is, subject to a probationary period of twelve (12) months, on full-time (indefinite) basis and is also subject to all applicable rules and regulations, particularly those established at St Aloysius College.
- 2.2 The salary for the post of Positive Discipline Coordinator is Salary Scale 6, which in 2025, is €32,279 per annum, rising by annual increments of €596 up to a maximum of €35,857.
- 2.3 A Positive Discipline Coordinator shall benefit from a Class Allowance, which in 2025 is €7,338.00 per annum, Responsibility Allowance, which in 2025 is €937 per annum and a Work Resources Allowance, which in 2025 is €725 per annum.
- 2.4 A Positive Discipline Coordinator in Salary Scale 6 with twenty (20) years of experience as an educator (4.2 ii or iii) or other professions mentioned in 4.2 (iv) below, five (5) years of which must be as service in the grade of Positive Discipline Coordinator, shall progress to Salary Scale 5, which in 2025 is €34,184 per annum, rising by annual increments of €641 up to a maximum of €38,030.

3.0 Duties

- 3.1 The duties and responsibilities of a Positive Discipline Coordinator shall include:
- Being part of the school's management team and is accountable to both the College Rector and the Head of the Secondary School;
 - Collaborating and being part of the management team of the Secondary School in the implementation of the vision and mission of the school;



- Coordinating a school wide behaviour policy which is based on the positive discipline philosophy and practice, and which is aligned with the Ignatian ethos of St Aloysius College;
- Leading the team of form prefects of discipline and work closely with the deputy heads of each form in the school;
- Ensuring that the *cura personalis* team meetings are held regularly and decisions are followed through;
- Assisting students with particular needs, including when requested by the School Coordinator for Diversity in Learning and by the social and emotional wellbeing team;
- Cooperating and participating in the planning and implementation of individual intervention programmes for students with special needs;
- Updating the schools' Code of Behaviour to reflect important changes such as the introduction of co-education in the Secondary School;
- Being responsible for the coordination of policies, procedures and activities that encourage good behaviour in the school community;
- Endeavouring to uphold discipline as a positive value, promoting the educational and social engagement of all students within the school;
- Promoting a positive discipline culture with parents and guardians through meetings and courses;
- Identifying as early as possible students who manifest challenging behaviour and planning an intervention to improve such behaviour;
- Assisting and collaborating with the Primary School and Sixth Form management team and other professionals within the College and outside of College with the aim of carrying out effective interventions;
- Ensuring that there is a smooth arrival and departure of students from the school, and together with Deputy Heads supervise van drivers and parents/guardians as they accompany students to and from the school;



- Ensuring that students are properly supervised during afternoon or Saturday detentions;
- Preventing challenging behaviour through the establishment of healthy inter-personal relationships with students and school personnel;
- Establishing a good relationship with school staff and students;
- Informing students of their rights and corresponding responsibilities;
- Working with other professionals within the Secretariat for Catholic Education and other external professionals thereby ensuring maximum utilisation of resources for the benefit of the students;
- Acting as a liaison to the College Rector in investigating incidents of violations of disciplinary rules occurring in the school or on school property;
- Assisting the College administration in formulating programmes that promote good behaviour;
- Promoting a culture of zero tolerance to any form of abuse or bullying;
- Participating in the School Council meetings as requested;
- Being aware at all times of the responsibility to improve the corporate image of the school;
- Encouraging individual and small group discussions about challenging behaviour with stakeholders;
- Monitoring constantly behaviour in the school building where s/he is assigned during the scholastic year;
- Implementing the annual positive discipline/code of behaviour action plans related to the objectives of the Strategic Plan;
- Keeping records of all interventions carried out with each student while ensuring confidentiality at all times in accordance with existing legal provisions;



- Logging in all referred cases reported accordingly;
- Providing reports and statistics to the College Rector and Head of School regarding attendance, behaviour and psycho-social matters;
- Carrying out his/her duties under the direction of the College Rector and Head of Secondary School;
- Participating in the provision of professional supervision and to attend training relevant to the post and in Ignatian formation organised by the Secretariat for Catholic Education, St Aloysius College and other Jesuit entities both locally and abroad;
- Encouraging participation in EU projects in accordance with the strategic plan objectives as agreed with the Rector and Head of School;
- Performing other duties assigned from time to time as requested by the College Rector and the Head of School as related to this position;
- Performing any other duties according to the exigencies of the School.

4.0 Eligibility requirements

4.1 By the closing time and date of this call for applications, applicants must be:

(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), (e) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

4.2 By the closing time and date of this call for applications, applicants must be:

- (i) able to communicate in both the English and Maltese languages **AND**
- (ii) Teachers with six (6) scholastic years' teaching experience in a licensed school **AND** in possession of a recognised Masters Degree (MQF level 7) in SEBD or Education or Psychology or Counselling or Inclusion or Social Work or Youth Work or any other recognised and equivalent qualification deemed comparable by the School/College Management; **OR**
- (iii) Learning Support Educators (Diploma at MQF level 6 or higher) with six (6) scholastic years' experience as LSE in a licensed school **AND** in possession of a recognised Masters Degree (MQF level 7) in SEBD or Education or Psychology or Counselling or Inclusion or Social Work or Youth Work or any other recognised and equivalent qualification deemed comparable by the School/College Management ; **OR**



- (iv) Professionals with six (6) scholastic years' experience in their profession within a licensed primary and/or secondary school and in possession of a recognised first degree (MQF level 6) in Education or Psychology or Counselling or Inclusion or Social Work or Youth Work or recognised comparable qualification **AND** in possession of a recognised Masters Degree (MQF level 7) in SEBD or Education or Psychology or Counselling or Inclusion or Social Work or Youth Work or any other recognised and equivalent qualification deemed comparable by the School/College Management.

- 4.3 As this call falls on the second part of the third term, the current scholastic year is considered as part of the required applicant's years of teaching experience.
- 4.4 Applicants must be of good moral character, willing to embrace and promote the Jesuit and Ignatian ethos of the College and must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than two (2) months from the date of application.
- 4.5 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognized MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date for the call for applications.

- 4.6 Applicants must be eligible to take up their due appointment by September 1, 2025.
- 4.7 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from the Malta Qualifications and Recognition Information Centre (MQRIC), or other designated authorities, as applicable, as per provisions applicable to this call for applications.



5.0 Submission of supporting documentation

- 5.1 Qualifications and 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 Degree obtained and the final classification.
- 5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.
- 5.3 Candidates are required to provide a breakdown of their years of professional service in their CV. This breakdown must also include any period of unpaid/paid leave availed of. In this context, paid leave is not referring to the entitled special leave for education grades.

6.0 Selection procedure

- 6.1 Eligible applicants will be assessed by a Selection Board appointed by the College Board to determine their suitability for the post.
- 6.2 Results pertinent to the individual applicant will be communicated in confidence in electronic format.
- 6.3 A motivational letter of no more than 400 words explaining the reasons why applicant is applying for the post, accompanied by a curriculum vitae and two reference letters.
- 6.4 Where the candidates are shortlisted in the sole discretion of the selection board, they may be asked to sit for an interview and will be informed by the Rector's secretary on behalf of the selection board.
- 6.5 Candidates may be asked for a second interview before the selection process is completed and the results presented to the College Board for approval.

7.0 Submission of applications

- 7.1 A letter of application, accompanied by a CV, will be received in the first instance by the Rector of the College by not later than **noon of the 21st July 2025**. Applications are to be submitted by email to Fr Jimmy Bartolo sj and Ms Pauline Sciberras on recruitment@stalloysius.edu.mt by the above-mentioned



closing date. All applications will be acknowledged by the Rector's secretary.
Late applications shall not be considered.

- 7.2 St Aloysius College would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. St Aloysius College adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Educations Regulations 2016) in its recruitment process. It also adheres to the Maltese Ecclesiastical Province Safeguarding Policy published in 2024.

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