

MEDE 955/2016

**HR 41/2016**

*Ministry for Education and Employment  
Great Siege Road,  
Floriana  
VLT 2000*

Date: 14<sup>th</sup> October 2016

To: Directors  
College Principals  
Heads of Schools and Sections (State only)

**MINISTRY FOR EDUCATION AND EMPLOYMENT**

**POST OF HEAD OF DEPARTMENT (SECONDARY)  
WITHIN THE MINISTRY FOR EDUCATION AND EMPLOYMENT**

**(as per Ministry's HR Plan for the year 2016)**

**The Ministry for Education and Employment (MEDE) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEDE 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.**

*In accordance with clause 3.1(I) of the current Collective Agreement, nomenclatures importing the male gender include also the female gender.*

**1.0 General**

1.1 The Permanent Secretary, Ministry for Education and Employment, invites applications for the post of Head of Department (Secondary) within the Ministry for Education and Employment (MEDE).

1.2 The selected candidate shall serve as a Head of Department in the following area:

- Assessment for Learning
- Biology
- English
- Graphical Communication

**2.0 Terms and Conditions**

2.1 The salary for the post of Head of Department (Secondary) is that of Salary Scale 7, which in 2016 is €22,043.98 per annum, rising by annual increments of €531.17 up to a maximum of €25,231.00.

2.2 A Head of Department shall be expected to undergo specialised education and training sponsored by the Education Authorities.

**3.0 Purpose and Responsibilities**

3.1 The overall purpose and responsibilities of a Head of Department (Subject/group of subjects/areas) shall include the following:

- performing the duties of Teacher (see job description of a Teacher) and head a department for a particular subject or group of subjects;
- actively assisting the Head of School in ensuring the good professional practice, standards, and quality of the teaching and learning of subject/s/areas through proper dialogue with the class teachers and under the direction of the relative Education Officer while promoting a healthy process of reciprocal informal observation of class teaching practices;
- advising and contributing to curriculum development at school and system level under the direction and guidance of the respective Education Officer;
- co-ordinating the learning and teaching of the subject/s/area for which one is responsible;
- setting examination papers, co-ordinating marking schemes and moderating examinations and assessment processes at one's school as well as in other schools;
- mentoring other teachers (see job description of Mentor) in the subject/s/area of their speciality;
- performing other duties as requested by the Director General DQSE;
- performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

#### **4.0 Eligibility Requirements**

4.1 By the closing time and date of this call for applications, applicants must be Public Officers in the grade of Teacher:

- (a) who has not less than ten (10) scholastic years teaching experience, of which the last five (5) years must be in state schools; **AND**
- (b) who have served at least four (4) scholastic years teaching experience in the Secondary School Sector.

4.2 Due consideration will be given to applicants who, besides satisfying the requisites indicated in paragraph 4.1, have proven relevant work experience.

4.3 The qualities being sought for in this post are those of a capable educator, with vision, knowledge, competencies and drive to form part of a dynamic team within the MEDE with the aim of improving the Maltese educational system within the context of the National Curriculum Framework.

4.4 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 paragraph 8.1).

#### **5.0 Submission of Supporting Documentation**

5.1 Qualifications and/or experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application through the edurecruitment portal: <https://edurecruitment.gov.mt>. Qualifications at MQF Level 5 to 8 must be accompanied by a transcript in English showing the qualification obtained and the final classification.

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

## **6.0 Selection Procedure**

7.0 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 200 and the pass mark is 100. The Assessment Criteria can be accessed on <https://education.gov.mt/en/Pages/vacancies.aspx>.

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

## **7.0 Submission of Applications**

7.1 Applications, together with an updated Service and Leave Record Form (GP 47) and a summary of qualifications and experience in the European Curriculum Vitae Format are to be submitted through the Online Education Recruitment Portal **ONLY** at the following address: <https://edurecruitment.gov.mt> by not later than **(Central European Time) noon of Friday 4<sup>th</sup> November 2016**. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully.

7.2 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. MEDE cannot be held responsible for any delay due to such difficulties.

7.3 MEDE employees only, excluding entities are to apply for GP 47 by sending an e-mail to [records.mede@gov.mt](mailto:records.mede@gov.mt), indicating clearly the applicant's full name & surname, ID number, Grade, telephone number & residential address together with the reference of the said call applied for. A copy will be sent to the applicant and the original will be sent to the selection board.

7.4 Further details concerning the submission of applications are contained in the general provisions referred to below.

## **8.0 General Provisions**

8.1 General provisions concerning this call for applications, with particular reference to:

- the probationary period and other conditions;

- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- the process for the submission of petitions concerning the result;
- access to application forms and related details (not applicable in view of paragraph 7.1 above)

may be viewed by accessing the website of the Public Administration HR Office at the address:

<https://opm.gov.mt/en/PAHRO/RESOURCING/Documents/Forms%20and%20Templates/GeneralProvisionsDepartmentalCallsitoAgreement.pdf>. These general provisions are to be regarded as an integral part of this call for applications.

Joseph Caruana  
Permanent Secretary  
Ministry for Education and Employment