

MEDE 973/2016

Circular No. 52/2016

Ministry for Education and Employment
Education Building
Great Siege Road
Floriana VLT 2000

Date: 25th November 2016

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

MINISTRY FOR EDUCATION AND EMPLOYMENT

**POST OF HEAD OF RESOURCE CENTRE 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 Education Regulations 2016) in its recruitment process.

Nomenclatures importing the male gender include also the female gender.

1.0 General

1.1 The Permanent Secretary, Ministry for Education and Employment (MEDE), invites applications for the post of Head of Resource Centre within the Ministry for Education and Employment to serve in Malta.

2.0 Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 The salary for the post of Head of Resource Centre is that of Salary Scale 6, that currently is €23,600.02 per annum, rising by annual increments of €596.33 up to a maximum of €27,178.00.

2.3 The post of Head of Resource Centre belongs to the ranks of the national education team which implies the adoption of a high management mindset and approach.

2.4 A Head of Resource Centre shall receive an all inclusive applicable Education Management Allowance per annum to reflect school population weighting and to cover extra duties, extra attendances, including all duties connected with school councils, and expenses including part remuneration for telephone expenses as

stipulated in the agreement between the Government of Malta and the MUT signed on 23rd August 2010.

- 2.5 The appointment to the grade of Head of Resource Centre, which is subject to a probationary period of one year, is on a full-time basis and is subject to the rules and regulations governing from time to time the Malta Public Service in general and the MEDE in particular, and involves liability to transfer according to the exigencies of the Malta Public Service.
- 2.6 Unless otherwise directed by the MEDE, a Head of Resource Centre shall be required to serve in the assigned Resource Centre for at least five (5) scholastic years. Such a Head of Resource Centre may be deployed as a Head of School provided that s/he is in possession, or has been approved for the award, of a Diploma in Education Leadership, Administration, and Management, or higher, or a recognized appropriate comparable qualification issued by an institution of higher education duly recognized by the competent authorities.

3.0 Duties

3.1 The duties of Head of Resource Centre include:

- To provide professional leadership and to ensure the implementation and the development of the National Curriculum Framework;
- To secure whole-school commitment to the curricular philosophy, values and objectives through the effective school team building, communication and collaborative approach to decision-making;
- To promote and further the holistic education of each student in the school;
- To organise, manage and control efficiently and effectively the human, physical and financial resources of the school;
- To participate in the meetings of the College Council of Heads and to collaborate with other Heads of School/Resource Centre in a manner that maximises networking under the leadership of the College Principal and according to the direction and guidelines established by the competent authorities;
- To participate in the design, formulation and implementation of projects that tap EU funding and establish partnerships with other schools in Europe.

3.2 The main duties and responsibilities of the post of Head of Resource Centre are:

- To formulate, in a collaborative manner with the school team the school aims, objectives and policies in conformity with the Education Act and related legal notices and the directives and regulations of the Education Authorities and to lead the school team accordingly;
- To facilitate a participatory team building and collegial process leading to the formulation and on-going review of the School Development Plan;

- To build and maintain an effective and open channel of communication within the school community, with other schools in the College, with the College Board and its administration, with officials of the Directorate for Quality and Standards in Education (DQSE) and the DES, the local community and other external agencies;
- To direct the planning, organisation and co-ordination of curricular and other related initiatives and activities throughout the year and performing duties connected with the School Council in accordance with current legislation;
- To keep abreast with on-going professional development in educational and administrative leadership and management and nurture the role of mentors;
- To ensure order and discipline, help to resolve conflicts, and promote healthy relationships between students, staff and parents/guardians;
- To ensure the timely implementation of established disciplinary procedures;
- To ensure that network participants can communicate in an informal but well-structured manner;
- To ensure that all policies are being carried out effectively;
- To ensure the maintenance of an effective pastoral care system for students;
- To ensure that members of the Senior Management Team are regularly assigned focus areas for the better implementation of the school policies and development plan;
- To supervise the academic and pedagogical quality of teaching and learning;
- Performing any other duties as deemed appropriate by the Education Directorates;
- Performing any other duties according to the exigencies of the Service as directed by the Principal Permanent Secretary.

Curriculum Development

- Together with the Senior Management Team and teachers and in consultation with the relevant personnel in the DQSE and DES, as appropriate, to determine strategies for the effective implementation of the National Curriculum, such as teaching and learning strategies, the use of educational resources and services, the selection of textbooks, etc;
- To implement quality assurance mechanisms that maintain high standards of teaching and learning in the school;
- To promote the enrichment of the curriculum through activities organised within and outside school;

- To ensure that the curriculum includes holistic learning activities that take into account the diverse talents and learning modes, abilities and potential of all students in the school, and into the resources of the local community as well as those of national, European and international organisations;
- To motivate and support all categories of staff with the objective of pursuing lifelong learning opportunities, including career development and progression.

Student Matters

- To facilitate the provision of effective psycho-social services and the effective delivery of pastoral care services for students;
- To implement an effective referral policy and procedures for students requiring specialised services;
- To develop and sustain procedures to facilitate the transition of students coming to and leaving school;
- To promote an inclusive school policy;
- To facilitate and nurture a safe school environment;
- To promote an effective student participation policy.

Teaching Personnel

- To nurture the development and maintenance of the professional school team leading to active participation in decision-making, and take timely follow-up action and facilitate school self-evaluation exercises;
- To expose the Assistant Heads to the various roles and tasks of headship; directing the induction of new staff and motivating, supporting, developing, monitoring, acting as mentor, and appraising professional and non-professional staff;
- To guide management processes, including Performance Management Programmes, to ensure academic and pedagogical quality assurance and standards of teaching and learning;
- To manage and mentor other personnel attached to the school on a permanent or temporary basis in order to ensure a high level of motivation and of quality service;
- To ensure that the gender perspective is integrated in school programmes and initiatives.

Home-School-Community Links

- To create and promote links with the local community and its organisations;

- To encourage and foster early parental involvement in children's educational development; while providing staff with a clear direction, encouraging them to seek effective ways of enhancing parental involvement in students' educational development and curricular activities;
- To encourage parents/guardians to engage in lifelong learning opportunities leading to personal development whilst promoting enhanced involvement in the school community life;
- To encourage parents to increasingly become aware of their responsibilities towards their children's well-being and welfare and ensure that they strictly observe the school's rules and regulations, including those related to punctuality both at the beginning and at the end of the school day.

Administration

- Together with the Assistant Head/s, to carry out the annual school classification exercise and ensuring the preparation of timetables, assigning of classes, subjects and responsibilities to teachers;
- To ensure that the duty of providing cover for absent teachers is shared equitably among all teachers in the school;
- To ensure the compilation and upkeep of school statistics, as well as student and staff records;
- To ensure the provision of a functional record keeping and filing system and the timely and correct submission of data and information requested by the regulatory bodies, the College Board and other authorised entities;
- In collaboration with the relevant agencies and officials, to ensure the proper maintenance and servicing of the school building, facilities and equipment, as well as the cleanliness and the embellishment of the school environment;
- With the assistance of available human resources, to ensure the compilation of an inventory according to prescribed regulations, as well as the efficient management of stores/apparatus, furniture and other material resources;
- To ensure the timely requisition of utilities and textbooks;
- To provide necessary information to ensure adequate school transport;
- To take part in EU projects and other projects in accordance with SDP targets.

Finance

- With the assistance of competent officials from the Directorates and College to prepare the capital and recurrent school budget estimates within the parameters and priorities set by the competent authority and the College Board, whilst contributing to the preparation of the three-year College business plans;

- Under the direction and guidance of the DES, to ensure the effective management and control of funds according to established Government financial regulations and the recording of all transactions according to established practice.

3.3 In the carrying out of his/her duties and functions, a Head of Resource Centre shall be expected to develop the necessary knowledge, competences and skills to be able to make effective use of Information and Communication Technology.

3.4 A Head of Resource Centre shall be supported, encouraged and guided by a process of induction and mentoring during the period of probation and at any other time when superiors may deem necessary. Participation in an induction process shall be an integral condition of employment for a Head of Resource Centre and such an induction programme may be held outside school hours. The induction process generally spans the probation year.

4.0 Eligibility Requirements

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

- (i) able to communicate in the Maltese and English Languages;
- (ii) Assistant Head of School or Head of Department or Inclusive Education Coordinator (INCO) or School Counsellor who are in possession of a recognised qualification in special and/or inclusive education or a related area;
- (iii) in possession of a Permanent Teacher's Warrant; **AND**
 - (a) have at least four (4) scholastic years teaching experience in special schools and/or Resource Centres; **OR**
 - (b) have less than four (4) scholastic years teaching experience but more than one (1) scholastic year teaching experience in special education.

Provided that applicants with less than four (4) scholastic years teaching experience in special education shall only be considered for the filling of a vacancy of a Head of Resource Centre in the absence of eligible and/or suitable candidates with a minimum of four (4) scholastic years of teaching experience in Special Schools and/or Resource Centres.

- (iv) In the absence of applications from Assistant Heads of School, Inclusive Education Coordinators (INCOs), Heads of Department, or School Counsellors, eligibility may be extended to Teachers in possession of a Teacher's Warrant issued in terms of Article 24 of ACT XIII of 2006 (Permanent), who are in possession of a relevant qualification in special education and/or inclusive education recognised by the competent authorities, and ten (10) scholastic years teaching experience, five (5) of which must be in Resource Centres.

4.2 Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a

higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

- 4.3 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 by the closing time and date of the call for applications.

- 4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment

- 4.5 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 experience claimed must be supported by certificates and/or testimonials, copies of which should be uploaded on the edurecruitment portal <https://edurecruitment.gov.mt>, when you apply. 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.

6.0 Selection Procedure

- 6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 250 and the pass mark is 150. The Assessment Criteria can be accessed on <https://education.gov.mt/en/Pages/vacancies.aspx>

- 6.2 Due consideration will also be given to applicants who, in addition to satisfying the requirements in paragraphs 4.1-4.3 above, are in possession, or have been approved for the award, of a Diploma in Educational Leadership, Administration and Management, or higher, issued by an institution of higher education duly recognised

by the competent authorities, and who have documented evidence of any relevant work experience.

6.3 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) in the case of Public Officers, 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 **noon (Central European Time) of Monday 12th December 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, 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 Other General Provisions

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

- the applicable benefits, conditions and rules/regulations;
- 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);
- retention of documents,

may be viewed by accessing the website of the People and Standards Division at the address

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

Joseph Caruana
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Ministry for Education and Employment