Circular No HR/126/2013

To: Directors, College Principals and Head of Schools/Section

POST OF HEAD OF DEPARTMENT (SUBJECT/GROUP OF SUBJECTS/AREAS) IN THE DIRECTORATE FOR QUALITY AND STANDARDS IN EDUCATION (DQSE)
(Capacity building approval dated 14th May 2012)

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 (subject/group of subjects/areas) in the Directorate for Quality and Standards in Education.

1.1.1 This call for applications supersedes the one issued as Circular HR/110/2013.

1.1.2 Officers who have already applied in response to the call for applications issued on 30th July 2013 need not apply again.

1.2 The functions of the DQSE are established by the Education Act (as amended by Act XIII of 2006) which may be consulted on https://www.education.gov.mt/EducationAct.aspx.

1.3 The mission of the DQSE is to generally regulate, establish, monitor and assure standards and quality in the programmes and educational services at the compulsory level of education provided by State and non-State schools.

1.4 The selected candidate shall serve as a Head of Department in one of the following subject/group of subjects/areas:

- Arabic
- English
- eLearning (primary/secondary)
- SpLD (primary/secondary/post-secondary)

2.0 Terms and Conditions

2.1 The salary for the post of Head of Department is that of Salary Scale 7, which in 2013 is €20,234.98 per annum, rising by annual increments of €531.17 up to a maximum of €23,422.00.

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

3.0 Overall Duties and Responsibilities

3.1 The overall duties and responsibilities of a Head of Department (subject/group of subjects/area) shall include the following:

- performing duties of a Teacher and a Head a Department for a particular subject/group of subjects/areas. (see: Job Description Handbook, July 2007);
- actively assisting the Head of School in ensuring the good professional practice, standards, and quality of the teaching and learning of subject/group of subjects/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, Handbook July 2007) in the subject/s/area of their speciality;
- performing other tasks as directed by Education officer concerned;
- performing other duties as requested by the Director General DQSE;
- any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

Further details of the job description of the post may be obtained from www.education.gov.mt/vacancies.aspx

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 have not less than ten (10) scholastic years teaching experience, of which the last five (5) years must be in a State school, **AND**

   b. who have served for at least four (4) years teaching the subject/area for which they are applying for;

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 DQSE 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. 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. Scanned copies sent electronically are acceptable.

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.
7.0 Submission of applications

7.1 Applications, together with an updated Service and Leave Record Form (GP 47 - [https://www.education.gov.mt/DGSS_GP47.aspx](https://www.education.gov.mt/DGSS_GP47.aspx)) and a summary of qualifications and experience in the European Curriculum Vitae Format will be received in the first instance by the Customer Care Section, Directorate for Educational Services, Great Siege Road, Floriana, VLT 2000, or the Education Office, Fortunato Mizzi Street, Victoria, Gozo VCT 2000 by not later than noon (Central European Time) of Friday, 4th October 2013. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 Applicants may apply for more than one subject/area (in paragraph 1.4) by filling-in separate application forms per subject/area.

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;
- retention of documents;

may be viewed by accessing the website of the Public Administration HR Office at the address [http://www.pahro.gov.mt/file.aspx?f=351](http://www.pahro.gov.mt/file.aspx?f=351) or may be obtained from Customer Care Section, Directorate for Educational Services, Great Siege Road, Floriana VLT 2000, or the Education Office, Fortunato Mizzi Street, Victoria, Gozo, VCT 2000. These general provisions are to be regarded as an integral part of this call for applications.

For the purpose of paragraph 6.2 of the General Provisions of this call for applications, the fax number of the receiving Directorate for Educational Services is 2598 2264.