MINISTRY FOR EDUCATION AND EMPLOYMENT

POST OF ASSISTANT HEAD OF SCHOOL (SECONDARY) IN THE DIRECTORATE FOR EDUCATIONAL SERVICES (DES) TO SERVE IN MALTA

(Capacity building approval dated 21st August 2013)

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 Assistant Head of School (Secondary to serve in Malta) in the Directorate for Educational Services (DES)

1.2 The mission of the DES is to ensure the effective and efficient operation and delivery of services to the Colleges and schools within an established framework of decentralisation and autonomy.

1.3 The functions of the DES are established by the Education Act (as amended by Act XIII of 2006) which may be consulted on https://education.gov.mt/en/resources/Pages/Legislation.aspx

2.0 Terms and Conditions

2.1 The salary for the post of Assistant Head 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 selected candidate shall receive an all inclusive Education Management Allowance of €1,100 per annum 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.

2.3 A selected candidate may be required to attend courses, locally or abroad, as the DES/DQSE may deem necessary.

3.0 Overall Duties and Responsibilities

3.1 The overall duties and responsibilities of a selected candidate shall include the following:

- assisting and deputising for the Head of School in the efficient and effective management and control of the human, physical and financial resources of the school;
- offering professional leadership in the implementation and development of the National Curriculum Framework.

3.2 The main responsibilities of a selected candidate include:

- assisting in managing the school or such part of the school as may be determined by the Head of School;
undertaking any professional duties which may be delegated to him/her by the Head of School;

- in the absence of the Head of School, undertaking the management and professional duties of the Head of School;
- adopting and working towards the implementation of the school development plan (SDP) of the particular school they are giving service in;
- providing professional support to teachers in the proper execution of their pedagogical duties, particularly by mentoring new teaching staff;
- co-operating with the Head of School in the implementation and evaluation of curriculum innovation and development within the school;
- acquiring experience in the management of different levels of the school;
- in cases of emergency, taking charge of a class;
- encouraging participation in EU projects and other projects in accordance with SDP targets and as agreed with the Senior Management Team;
- 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:

a) Teacher

(i) who has not less than ten (10) scholastic years teaching experience, of which the last five (5) years must be in state schools; and

(ii) who have served at least four (4) scholastic years teaching experience in the Secondary School Sector

OR

b) Instructor in possession of a Teacher’s Warrant

(i) who has been re-designated as Teacher as provided by clause 34 (2) of the agreement signed between the Government of Malta and the Malta Union of Teachers on 23rd August 2010; and

(ii) who satisfies the eligibility criteria outlined in paragraph 4.1 (a), (i) and (ii) above.

5.0 Submission of supporting documentation

5.1 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).

5.2 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.

5.3 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.

7.0 Submission of applications

7.1 Applications, together with an updated Service and Leave Record Form (GP 47- [https://education.gov.mt/en/Documents/Vacancies/GP47.pdf](https://education.gov.mt/en/Documents/Vacancies/GP47.pdf)) and a summary of qualifications and experience and other information 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, 6th December 2013**. Applications can also be submitted through the Online Government Recruitment Portal on [http://recruitment.gov.mt](http://recruitment.gov.mt) by the said closing time and date of this call as indicated above. 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;

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. These general provisions are to be regarded as an integral part of this call for applications.

For the purpose of paragraph 5.2 of the General Provisions of this call for applications, the fax number of the receiving Directorate for Educational Services is + 2598 2264.

Joseph Caruana
Permanent Secretary
Ministry for Education and Employment

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