

Ministeru	<i>Ministeru għall-Edukazzjoni u x-Xogħol</i>
L-impjeg	<i>Koordinatur għall-Edukazzjoni fuq bażi part-time fi hdan il-Kulleġġ Mikiel Anton Vassalli (Visual and Performing Arts), Skola tal-Arti Malta</i>

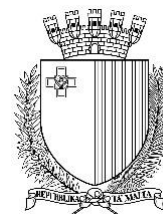


MINISTERU GĦALL-EDUKAZZJONI U X-XOGĦOL
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

- i. ikun responsabbli għall-Amministratur taċ-Ċentru tal-iskola;
- ii. jaħdem mill-qrib mal-membri tal-istaff u edukaturi li jaħdmu fl-iskola u jipprovdi appoġġ kif meħtieġ;
- iii. jikkontribwixxi fit-tmexxija, operazzjonijiet u logistika tal-iskola u fl-amministrazzjoni tal-korsijiet;
- iv. jikkoopera ma' koordinaturi oħra fi hdan il-Kulleġġ Mikiel Anton Vassalli biex jiżgura li r-riżorsi u l-ħtiġijiet organizzattivi jiġu kkoordinati u allinjati;
- v. jaħdem mill-qrib mal-Amministratur taċ-Ċentru biex jiżviluppa u jimplementa metodi effettivi li jimmotivaw u jappoġġjaw lill-istudenti biex ikomplu jiżviluppaw il-ħiliet tagħhom u jsiru kontributori fl-industrija kreattiva;
- vi. jiżgura li r-rekords tal-istudenti huma miżmuma aġġornati, jiġbor dejta u jaġġorna statistiċi u rekords tal-iskola;
- vii. jgħin fil-monitoraġġ tal-kwalità u l-istandards tat-tagħlim u t-tagħlim permezz t'osservazzjonijiet tal-klassi u kontrolli tal-assigurazzjoni tal-kwalità;
- viii. jiżgura l-ordni u d-dixxiplina u jippromwovi wkoll relazzjonijiet b'saħħithom bejn l-edukaturi u studenti;
- ix. jappoġġja l-iskola fit-twaqqif ta' kollaborazzjonijiet ma' istituzzjonijiet oħra u fl-applikazzjoni għal fondi lokali u internazzjonali u programmi ta' skambju u jippartecipa f'forums u networks rilevanti għall-komunità tal-arti u l-edukazzjoni;
- x. jattendi laqgħat tal-persunal, laqgħat tal-kurrikulu mmexxija mill-ġhalliema, taħriġ fit-tim u programmi ta' żvilupp kontinwu;
- xi. jgħin fl-organizzazzjoni ta' workshops, avvenimenti u attivitajiet ta' outreach bħal jiem ta' tagħlim, seminars u attivitajiet informali oħra għal- promozzjon ta' korsijiet kif ukoll
- xii. jieħu inizzjattiva fl-iżvilupp tal-kontenut għall-websajt tal-iskola u l-pjattaformi tal-midja soċjali;
- xiii. jappoġġja lill-Amministratur taċ-Ċentru u lill-bord tal-istudji fl-iżvilupp ta' korsijiet u programme, fir-reviżjoni tal-istandards akkademiċi, fl-implimentazzjoni u għodod ta' valutazzjoni u fl-assigurazzjoni tal-kwalità tal-edukazzjoni tal-iskola;
- xiv. jwettaq kull kompitu ieħor, li s-superjur jista' jiddeliga lilu/ lilha, kif jista' jkun meħtieġ;
- xv. kwalunkwe dmir ieħor skont l-eżiġenzi tas-Servizz Pubbliku kif ordnat mis-Segretarju Permanenti Ewlieni.

Ministry	<i>Ministry for Education and Employment</i>
Job title	<i>Part-time Education Coordinator for the Mikiel Anton Vassalli College (Visual and Performing Arts) Malta School of Art</i>



MINISTRY FOR EDUCATION AND EMPLOYMENT
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

- i. being answerable to the Centre Administrator of the school ;
- ii. works closely with the staff members and educators working at the school and provides support as required;
- iii. contributes in the management, operations and logistics of the school and the administration of courses;
- iv. liaises with other coordinators within the Mikiel Anton Vassalli College to ensures that resources and organisational requirements are coordinated and aligned;
- v. works closely with the Centre Administrator to develop and implement effective approaches of motivating and supporting learners to further develop their skills and become contributors in the creative industry;
- vi. ensures learners records are kept up to date, compiles data and updates statistics, in particular statistics and school records ;
- vii. assists in the monitors the quality and standards of teaching and learning through class observations and quality assurance checks;
- viii. ensures order and discipline and also promotes healthy relationships between educators and learners;
- ix. supports the school in setting up collaborations with other institutions and in applying for local and international funding and exchange programmes and participates at forums and networks relevant to the art community and education;
- x. attends staff meetings, teacher-led curriculum meetings, team training and continuous development programmes;
- xi. Helps in the organisation of workshops, events, talks and outreach activities such as learning days, seminars and informal activities to promote courses ;
- xii. takes initiative in developing content for the school's website and social media platforms;
- xiii. supports the Centre Administrator and the board of studies in the process of accreditation of new courses, the updating of accredited courses; reviewing the academic standards and implementing assesmet tools and quality assurance of education of the school;
- xiv. undertakes any other tasks, which the superior may delegate to him/her, as may be required.
- xv. any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.