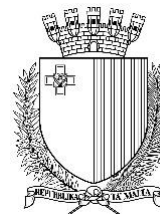


## Anness A

<b>Ministeru</b>	<i>Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni</i>
<b>L-impjeg</b>	<i>Community Liaison Worker fuq bażi Part-Time</i>



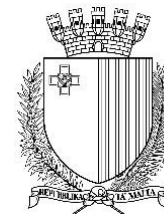
MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,  
IŻ-ŻGHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI  
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

### Dmirijiet u responsabbiltajiet

- i jipprovdi punt ta' referenza u assistenza lill-ġenituri jew adulti responsabbli ta' studenti li ġejjin minn Pajjiżi Terzi (TCNs) fl-iskejjel, fiċ-ċentri edukattivi, u fil-komunità;
- ii jittraduċi dokumenti u jinterpreta skont il-bżonn;
- iii jikkollabora mal-iskejjel billi jhejji laqgħat u attivitajiet sabiex jiġu promossi l-integrazzjoni u l-multikulturaliżmu;
- iv jhejji laqgħat għall-ġenituri u adulti responsabbli ta' studenti li huma TCNs fi skejjel u ċentri edukattivi;
- v jippromwovi l-involvement tal-ġenituri fl-iskejjel u fit-tmexxija tagħhom;
- vi jippromwovi l-involvement tal-ġenituri fil-komunità u f'entitajiet oħra;
- vii jiżviluppa materjal u riżorsi edukattivi u multikulturali, kemm b'mod konvenzjonali kif ukoll online, sabiex jintużaw fl-iskejjel u fiċ-ċentri edukattivi;
- viii jipparteċipa f'korsijiet għall-iżvilupp professjonali;
- ix jikkopera ma' min jipprovdi servizzi oħra;
- x jikkonsulta mal-Project Leader dwar dmirijiet;
- xi jieħu ħsieb u jaġġorna rekords u jikkoordina skedi skont kif miftiehem mal-Project Leader;
- xii jikkonforma ma' policies relatati mal-protezzjoni tat-tfal, saħħa u sigurtà, u l-protezzjoni tad-data;
- xiii jwettaq dmirijiet oħra skont kif mitluba mill-Project Leader;
- xiv jwettaq dmirijiet oħra kif mitlub mis-Segretarju Permanenti tal-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni u/jew il-Kap tal-Migrant Learners' Unit (MLU);
- xv kwalunkwe kompetitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xvi jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xvii kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

## Annex A

<b>Ministry</b>	<i>Ministry for Education, Sport, Youth, Research and Innovation</i>
<b>Job title</b>	<i>Community Liaison Worker on a Part-Time basis</i>



MINISTRY FOR EDUCATION, SPORT, YOUTH,  
RESEARCH AND INNOVATION  
GREAT SIEGE ROAD, FLORIANA, MALTA

### Duties and responsibilities

- i provides a point of reference and assistance to parents or significant adults of Third Country National learners in schools, educational centres and the community;
- ii translate documents and interpretation as needed;
- iii liaises with schools in the setting up of meetings and activities to promote integration and multicultural approaches;
- iv set up of parental meetings for parents and significant adults of Third Country National learners in schools and educational centres;
- v promotes parental involvement and leadership in schools;
- vi promotes parental engagement with the community and other entities;
- vii develops conventional and/or online educational and multicultural resources and materials to be used in schools and educational centres;
- viii participates actively in professional development courses;
- ix cooperates with other service providers;
- x consult with the Project Leader with regards to duties;
- xi maintains and update of records and coordinating schedules as agreed with Project Leader;
- xii be compliant with policies relating to child protection, health and safety, and data protection;
- xiii performs any other duties as directed by the Project Leader;
- xiv carry out other duties as may be determined by the Permanent Secretary of the Ministry for Education, Sport, Youth, Research and Innovation and/or the Head of the Migrant Learners' Unit;
- xv undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xvi undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvii any other duties as directed by the Principal Permanent Secretary.