

Anness A

Ministeru	Ministeru għall-Edukazzjoni (MFED)
L-impjeg	Assistant Kap ta' Skola



MINISTERU GHALL-EDUKAZZJONI
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

3.1 Ir-responsabbiltà principali tal-Assistent Kap tal-Iskola hija li tassisti u tamministra f'isem il-Kap tal-Iskola skont ir-rwol tiegħu / tagħha bħala Leader Edukattiv u Operattiv tal-iskola billi twettaq dawk id-dmirijiet professjonali u amministrattivi kif delegati mill-Kap tal-Iskola. Bħala parti mis-Senior Management Team, immexxi mill-Kap tal-Iskola, l-Assistent Kap tal-Iskola huwa wkoll responsabbli jrawwem klima ta' kolleġġjalità ġenwina fost l-membri tal-komunità, jistabbilixxi r-ritmu permezz ta' impenn attiv fl-iżvilupp ta' Komunità ta' Edukaturi Professjonali, inkluż li juża tmexxija ffokata fl-Ippjanar għall-Iżvilupp tal-Iskola. Persuna maħtura bħala Assistent Kap tal-Iskola hija mistennija li:

- i. tmexxi u timmaniġja l-iskola fl-operazzjonijiet ta' kuljum fin-nuqqas ta', jew b'appoġġ għall-Kap tal-Iskola, tgħin fil-kurrikulu tal-iskola billi torganizza u tikkoordina l-attivitajiet kollha relatati mal-ippjanar tal-kurrikulu, livell tal-iskola, li jikkontribwixxi meta tingħata l-opportunità f'livell nazzjonali;
- ii. tassumi r-responsabbiltà li tiżgura l-intitolament edukattiv u personali tal-istudenti kollha;
- iii. tmexxi u tikkoordina l-inizjattivi kollha relatati mal-bżonnijiet ta' studenti individwali, inklużi tfal b'dikjarazzjoni ta' htigijiet u dawk relatati ma' Programmi Edukattivi Individwali li jggarantixxu aċċess għal tagħlim u valutazzjoni, appoġġjati mill-preżenza tal-HoD (Inkluzjoni);
- iv. tiżviluppa u żżomm sikur emozzjonalment, psikoloġikament u fiżikament, kif ukoll ambjent ordnat, għalkemm kreattiv u li jstimula b'mod konjittiv li jwassal għat-tagħlim;
- v. tikkollaboraw u joħolqu Komunità ta' Edukaturi Professjonali, li twassal bl-eżempju permezz ta' partecipazzjoni attiva;
- vi. tikkoordina dmirijiet ta' konsulenza ta' Edukaturi Kwalifikati Ġodda / Reklutaġġati u oħrajn li qed jesperjenzaw sfidi.

Ir-rwol ewlieni ta' Assistent Kap ta' Skola hu li:

- i. jassisti u jservi flok il-Kap tal-Iskola biex ikun hemm immaniġġjar effettiv u effiċjenti, u jsir kontroll fuq ir-riżorsi umani, fiżiċi u finanzjarji tal-iskola u biex
- ii. joffri tmexxija professjonali fl-implimentazzjoni w fl-iżvilupp tal-Qafas Nazzjonali tal-Kurrikulu;

Ir-responsabbiltajiet ewlenin ta' Assistent Kap ta' Skola jinkludu li:

- i. jagħti għajnuna fl-immaniġġjar tal-iskola jew f'xi parti tal-iskola kif jiddetermina l-Kap tal-Iskola;
 - ii. jwettaq id-dmirijiet professjonali ddelegati mill-Kap tal-Iskola;
 - iii. fin-nuqqas tal-Kap tal-Iskola, jieħu f'idejh l-immaniġġjar u d-dmirijiet professjonali tal-Kap tal-Iskola;
 - iv. jaddatta u jwettaq xogħol li jwassal għall-implimentazzjoni tal-Pjan ta' Żvilupp tal-Iskola fejn ikun qed jagħti servizz;
 - v. jagħti għajnuna professjonali lill-ġhalliema fl-eżekuzzjoni tad-dmirijiet pedagogiċi, b'mod partikolari billi jsir mentoring ma' ġhalliema ġodda;
 - vi. jikkopera mal-Kap tal-Iskola fl-implimentazzjoni u fl-evalwazzjoni ta' innovazzjonijiet kurrikulari u żvilupp fl-iskola;
 - vii. jakkwista esperjenza fl-immaniġġjar fil-livelli differenti tal-iskola;
 - viii. f'każi ta' emerġenza, jassumi responsabbiltà ta' klassi;
 - ix. jinkoraġġixxi parteċipazzjoni fi proġetti tal-UE u proġetti oħra skont il-miri tal-Pjan ta' Żvilupp tal-Iskola u kif miftiehem mas-Senior Management Team;
 - x. jwettaq dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku skont struzzjonijiet tas-Segretarju Permanenti Ewlieni.
- 3.2 Assistent Kap ta' Skola jista' jintalab jattendi korsijiet, lokali jew barra minn Malta, kif mitlub mill-Ministeru għall-Edukazzjoni (MFED).
- 3.3 Barra minn hekk, Assistent Kap ta' Skola jista' jiġi trasferit fl-istess ċiklu li tkun saret l-applikazzjoni għaliha skont l-esiġenzi tas-servizz.

Annex A

Ministry	Ministry for Education (MFED)
Job title	Assistant Head of School



MINISTRY FOR EDUCATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

3.1 The core responsibility of the Assistant Head of School is to assist and deputise for the Head of School (Head of School) in pursuance of his/her role as the school's Educational and Operational Leader by undertaking such professional and administrative duties as delegated by the Head of School. As part of the Senior Management Team, led by the Head of School, the Assistant Head of School is also responsible for the fostering of a climate of genuine collegiality amongst community members, setting the pace through active engagement in the development of a Community of Professional Educators, including through School Development Planning. The Assistant Head of School is expected to:

- i. lead and manage the school in its day-to-day operations in the absence of, or in support to, the Head of School, assist in the school's curriculum by organising and coordinating all activities related to curriculum planning, delivery assessment and development at school level, contributing when given the opportunity at national level;
- ii. assume responsibility for ensuring educational and personal entitlement of all learners;
- iii. lead and coordinate all initiatives related to meeting the needs of individual students, including children with a statement of needs and those related to Individual Educational Programmes guaranteeing access to learning and assessment, supported by the presence of the HoD (Inclusion);
- iv. develop and maintain an emotionally, psychologically and physically safe, as well as orderly, though creative and cognitively stimulating environment that is conducive to learning;
- v. collaboratively create and nurture a Community of Professional Educators, leading by example through active participation;
- vi. coordinate mentoring duties of Newly Qualified/Recruited Educators and others experiencing challenges.

The overall purpose of the role of an Assistant Head of School is that of:

- i. 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, and of
- ii. offering professional leadership in the implementation and development of the National Curriculum Framework.

The main responsibilities of an Assistant Head of School shall include the following:

- i. assisting in managing the school or sections of the school as may be determined by the Head of School;
 - ii. undertaking any professional duties which may be delegated to him by the Head of School;
 - iii. in the absence of the Head of School, undertaking the management and professional duties of the Head of School;
 - iv. adopting and working towards the implementation of the school development plan (SDP) of the particular school he is giving service in;
 - v. providing professional support to teachers in the proper execution of their pedagogical duties, particularly by mentoring new teaching staff;
 - vi. co-operating with the Head of School in the implementation and evaluation of curriculum innovation and development within the school;
 - vii. acquiring experience in the management of different levels of the school;
 - viii. in cases of emergency, taking charge of a class;
 - ix. encouraging participation in EU projects and other projects in accordance with SDP targets and as agreed with the Senior Management Team;
 - x. performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.
- 3.2 An Assistant Head of School may be required to attend courses, locally or abroad, as the Ministry for Education (MFED) may deem necessary.
- 3.3 Furthermore an Assistant Head of School may be deployed within the same cycle applied for according to the exigencies of the service.