Anness A

Ministeru	Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR)
L-impjieg	Kap ta’ Dipartiment

MINISTERU GĦALL-EDUKAZZJONI, L-ISPORT, IŻ-ŻGĦAŻAGĦ, IR-RIĊERKA U L-INNOVAZZJONI

TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

3.1 Kap tad-Dipartiment huwa responsabbli biex jikkoordina u jappoġġa b'mod ġenerali l-iżvilupp tal-qasam speċifiku li fih huwa fdat, f'numru ta' skejjel, li jikkontribwixxi kif jista' jkun meħtieġ, f'kordinazzjoni nazzjonali ta', u inizjattivi relatati mal-istess qasam taħt id-direzzjoni ta' MEYR. Il-Kap tad-Dipartiment huwa mistenni li jikkollabora ma' edukaturi oħra li jistgħu jappoġġaw dan l-isforz fi ħdan jew lil hinn mill-klassi, taħt it-tmexxija pertinenti fil-livell rispettiv, anke billi jinvolvu ruħhom fl-iżvilupp ta' Komunità ta' Edukaturi Professjonali, inkluż permezz tal-Ippjanar għall-Iżvilupp tal-Iskola.

Id-dmirijiet ta’ persuna fil-ħatra ta’ Kap ta’ Dipartiment (Saħħa u Sigurtà) jinkludu:

i. jagħti pariri, appoġġ u monitoraġġ ta' programmi edukattivi fl-iskejjel u l-Kulleġġi;

ii. jassisti fl-iżvilupp professjonali tal-persunal, b'mod partikolari persunal relatat mas-Saħħa u s-Sigurtà fi ħdan id-Direttorati tal-Edukazzjoni;

iii. jwettaq żjarat regolari fl-iskejjel, jassisti u jagħti pariri lill-iskejjel fir-rigward tal-valutazzjonijiet tar-riskju jew kwalunkwe riskju ieħor irrappurtat kif u fejn meħtieġ;

iv. jiżgura li l-attivitajiet kollha relatati mal-istudenti, ġewwa u barra l-faċilitajiet tal-iskola, matul ikunu mmonitorjati b'mod adegwat vis-a-vis tas-Saħħa u s-Sigurtà;

v. jorganizzaw taħriġ speċjalizzat regolari għall-għalliema tas-Saħħa u s-Sigurtà;

vi. jorganizza programmi oħra ta' għarfien dwar is-Saħħa u s-Sigurtà fost l-istaff kollu;

vii. jikkoordina mal-Uffiċjal tal-Edukazzjoni/Assistent Direttur dwar il-pubblikazzjoni tal-offerti għall-ittestjar tal-Leġjonella u l-Analiżi Batterjoloġika fl-iskejjel;

viii. jippromwovi l-importanza tal-First Aiders fl-Iskejjel u jiġbor lista tal-First Aiders li jservu fl-iskejjel;

ix. jikkoordina l-iskeda tax-xogħol tal-għalliema tas-Saħħa u s-Sigurtà;

x. jikkoordina l-ħtiġijiet ta' taħriġ għall-First Aiders;

xi. kwalunkwe kompitu ieħor li s-superjur jista’ jiddelega lilu/ha, kif jista’ jkun meħtieġ; u

xii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

3.2 Il-Kapijiet ta’ Dipartimenti għandhom jitqiesu bħala parti integrali mit-Tim Maniġerjali tal-Iskola u għandhom ikunu involuti fil-laqgħat kollha fil-livell tal-iskola li jinvolvi diskussjoni dwar materji tal-kurrikulu.

3.3 Il-partijiet jaqblu li l-appoġġ lil kollegi oħra permezz tat-trasferiment u l-kondiviżjoni tal-għarfien jikkostitwixxi parti intrinsika tar-responsabbiltajiet ta' Kap ta’ Dipartiment; u għalhekk għandha tipprova tiffaċilita l-akkwist ta' ħiliet meħtieġa minn żmien għal żmien fuq parametri miftiehma b'mod reċiproku.

3.4 Il-Kap ta’ Dipartiment tkun mistennija li ssegwi taħriġ u edukazzjoni speċjalizzati sponsorjati mill-Awtoritajiet Edukattivi.

Annex A

Ministry	Ministry for Education, Sport, Youth, Research and Innovation (MEYR)
Job title	Head of Department

MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

3.1 A Head of Department is responsible to generally coordinate and support the development of the specific area with which s/he is entrusted, across a number of schools, contributing as may be required, in National coordination of, and initiatives related to, the same field under the direction of MEYR. The Head of Department is expected to collaborate with other educators who may be supporting this endeavour within or beyond the classroom, under the pertinent leadership at the respective level, also by engaging in the development of a Community of Professional Educators, including through School Development Planning.

The duties of a Head of Department (Health and Safety) include:

i. advising, supporting and monitoring educational programmes in schools and Colleges;

ii. assisting in the professional development of staff, in particular staff related to Health and Safety within the Education Directorates;

iii. carrying out regular school visits, assisting and advising schools vis-a-vis risk assessments or any other reported risks as and where necessary;

iv. ensuring that all activities relating to students, within and outside school facilities, during are adequately monitored vis-a-vis Health and Safety;

v. organising regular specialised training for Health and Safety teachers;

vi. organising other Health and Safety awareness programmes amongst all staff;

vii. liaising with Education Officer/Assistant Director on the publication of tenders for the testing of Legionella and Bacteriological Analysis in schools;

viii. promote importance of First Aiders in Schools and collect list of First Aiders serving in schools;

ix. co-ordinating the work schedule of Health and Safety teachers;

x. co-ordinate training needs for First Aiders;

xi. undertake any other tasks, which the superior may delegate to him/her, as may be required; and

xii. any other duties as directed by the Principal Permanent Secretary.

3.2 Heads of Departments shall be considered as part and parcel of the School Management Team and must be involved in all meetings at school level that involves discussion about curriculum matters.

3.3 Parties agree that the support to other colleagues through transfer and knowledge sharing constitutes an intrinsic part of the responsibilities of a Head of Department; and shall hence endeavour to facilitate acquisition of skills necessary from time to time on mutually agreed parameters.

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