

Anness A

Ministeru	Ministeru għall-Edukazzjoni u x-Xogħol (MEDE)
L-impjieg	Kap ta' Dipartiment (Inklużjoni)



MINISTERU GHALL-EDUKAZZJONI U X-XOGHOL
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'Koordinazzjoni Nazzjonali, u inizjattivi relatati mal-istess qasam taħt id-direzzjoni ta' MEDE. Il-Kap tad-Dipartiment huwa mistenni li jikkollabora ma' edukaturi oħra li jistgħu jappoġġaw dan l-isforz fi hdan 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-hatra ta' Kap ta' Dipartiment (Inklużjoni) jinkludu:

- i. taġixxi bħala mexxej edukattiv inklużiv fil-livell lokali, speċifikament fil-livell tal-Iskola u tal-Kulleġġ, taħt id-direzzjoni tal-Kap tal-Iskola fil-livell tal-iskola u tal-Kap tan-Netwerk ta' Kulleġġ fil-livell tal-kulleġġ, filwaqt li ssegwi Direzzjoni Nazzjonali mill-awtorità nominata, tipikament permezz tal-Uffiċjal/i Edukattiv/i;
- ii. taġixxi bħala konsulent għall-Gradi ta' Tagħlim kollha, iżda għandha tiffoka fuq il-kwalità tal-appoġġ ipprovdut mill-Learning Support Educators;
- iii. tiegħu sehem fl-iżvilupp ta' policy dwar Inklużjoni għall-Kulleġġ kollu u f'kollaborazzjoni mal-Prinċipal tal-Kulleġġ, it-Tim Ewlieni tat-Tmexxija tal-Iskola (SMT), l-istaff tal-Iskola, l-istudenti u l-ġenituri;
- iv. tkun żgurata t-twettiq effettiv u l-monitoraġġ ta' din il-policy u hidma relatata sabiex tkun żgurata l-aċċess ekwu għall-kurrikulu rilevanti għall-istudenti bi Ftehimiet Edukattivi Individuali (IENs);
- v. superviżjoni tat-tiswir, it-twettiq u r-reviżjoni tal-programmi individwali edukattivi (IEPs) ta' studenti b'IENs;
- vi. tkun żgurata l-koordinazzjoni tal-provvediment ta' arrangamenti ta' aċċess għal studenti b'IENs;
- vii. tkun addottata u ssir hidma sabiex jitwettaq il-pjan ta' żvilupp ta' skola jew skejjel partikulari fejn ikunu qed jagħtu servizz;
- viii. tiġbor, tikkonsulta u timmonitorja regolarment ir-rekords studenti b'IENs regolarment;
- ix. tagħti pariri lit-Tim Ewlieni tat-Tmexxija tal-Iskola (SMT) dwar il-ksib u l-immanigġjar tar-riżorsi għal IEN fl-iskejjel u l-monitoraġġ tal-użu tagħhom;
- x. tkun żgurata li l-Programmi ta' Transizzjoni Individwali (ITP) tkun imwettqa qabel it-transizzjoni minn skola għall-oħra, jew minn settur għall-iehor, u tiegħu s-sehem fl-iżvilupp ta'

dawn il-programmi li jinkludu Programmi ta' Transizzjoni Individwali bejn skola u impjieg kif meħtieġ;

- xi. tikkoordina l-istaff kollu assenjat ma' studenti b'IENs;
- xii. jinżamm kuntatt mal-iskejjel kemm dawk li jirċievu kif ukoll dawk li jibagħtu l-istudenti;
- xiii. jkunu faċilitata l-kuntatti bejn il-Kulleġġi, Ċentri ta' Tagħlim, Ċentri ta' Riżorsa u servizzi speċjalizzati oħra permezz ta' attivitajiet ta' networking;
- xiv. twettaq mentoring u appoġġ ta' Għalliema/Learning Support Assistants oħra fil-ħidma tagħhom;
- xv. tkun żgurata li l-istudenti b'IEN jigu mhegga biex jizviluppaw ħiliet funzjonali u fejn possibbli jibdeu jerfgħu r-responsabbiltà tat-tagħlim tagħhom infushom u jsaħħu l-ħiliet personali tagħhom;
- xvi. żżamm kuntatt u tagħti pariri tekniċi lill-kollegi fl-iskejjel u lill-professjonisti oħra, li jinkludu t-tim multi-dixxiplinarju tal-iskola u l-Kulleġġ li jkunu f'kuntatt ma' studenti b'IENs;
- xvii. taħt id-direzzjoni tad-Direttur Servizzi Nazzjonali ta' Sapport għall-Iskejjel u/jew d-delegati tiegħu jew tagħha, il-Principal tal-Kulleġġ u l-Kap tal-Iskola konċernati, jinżamm kuntatt ma' aġenziji esterni involuti fl-appoġġ ta' student bi Ħtiġijiet Edukattivi Individuali (IEN);
- xviii. tikkoordina l-opportunitajiet ta' żvilupp professjonali ta' kollegi u jipparteċipaw fl-Iżvilupp Kontinwu Professjonali (CPDs);
- xix. tinżamm kuntatt u tingħata gwida u kollaborazzjoni lill-ġenituri/guardians ta' studenti bi Ħtiġijiet Edukattivi Individwali (IENs);
- xx. tkun imhegga l-parteċipazzjoni fi proġetti tal-UE u proġetti oħra skont il-miri tal-Pjan ta' Żvilupp tal-Iskola u kif maqbul mit-Tim Ewlieni tat-Tmexxija;
- xxi. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xxii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Il-Kapijiet ta' Dipartimenti ġeneralment għandhom jkunu organizzati fi skejjel. Kull kulleġġ għandu gradwalment ikollu l-Oqsma Kurrikulari kollha (jew f'livell ta' suġġett jew f'livell ta' qasam), kif stabbilit minn żmien għal żmien minn National Curriculum Framework, kopert mis-servizzi ta' tim ta' Kap ta' Dipartiment responsabbli direttament lejn il-Kap tan-Netwerk ta' Kulleġġ, jew id-delegat tiegħu, safejn huma kkonċernati d-dmirijiet tal-Kap ta' Dipartiment. Il-Kapijiet ta' Dipartimenti jistgħu jagħtu servizz faktar minn kulleġġ wieħed skont il-ħtiġijiet li jinħolqu.

Il-Kapijiet ta' Dipartimenti għandhom jitqiesu bħala parti integrali mis-School Management Team u għandhom ikunu involuti fil-laqgħat kollha fil-livell tal-iskola li jinvolvi diskussjoni dwar materji tal-kurrikulu.

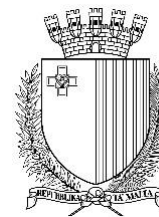
Il-partijiet jaqblu li l-appoġġ lill-kollegi oħra permezz tat-trasferiment u l-kondiviżjoni tal-għarfien jikkostitwixxi parti intrinsika tar-responsabbiltajiet ta' Kap ta' Dipartiment; u għalhekk għandha tipprova tiffacilita l-akkwist ta' ħiliet meħtieġa minn żmien għal żmien fuq parametri miftiehma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

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

Il-Kap ta' Dipartiment tista' tkun deployed għad-doveri u għar-responsabbiltajiet ta' hawn fuq f'aktar minn Kullegġ/Ċentru ta' Riżorsi jew f'National Centres, f'uffiċini, jew f'postijiet oħrajn li huma responsabbli għall-Edukazzjoni Inklussiva u speċjali li jiġu mmanigġjati mill-Awtoritajiet tal-Edukazzjoni.

Annex A

Ministry	Ministry for Education and Employment (MEDE)
Job title	Head of Department (Inclusion)



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

Duties and responsibilities

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 MEDE. 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 (Inclusion) include:

- i. acting as the inclusive educational leader at the local level, specifically at School and College level, under the direction of the Head of School at school level and the Head of College Network at college level, whilst following National direction from the designated authority, typically through the Education Officer/s;
- ii. acting as advisor to all Teaching Grades, but shall focus on the quality of support provided by the Learning Support Educators;
- iii. participating in the development of a College-wide Inclusion policy and in collaboration with the College Principal, the Senior Management Team (SMT) of the school, school staff, learners and parents;
- iv. ensuring the effective implementation and monitoring of this policy and related actions so as to ensure equitable access to a relevant curriculum for learners with Individual Educational Needs (IENs);
- v. overseeing the formulation, implementation and review of Individual Educational Programmes (IEPs) for learners with IENs;
- vi. ensuring the co-ordination of the provision of access arrangements for learners with IENs;
- vii. adopting and working towards the implementation of the school development plan of the particular school/s they are giving service in;
- viii. compiling, accessing and regularly monitoring the records of learners with IENs;
- ix. advising the Senior Management Team (SMT) on the procurement and management of IEN resources in schools and monitoring their utilisation;

- x. ensuring that Individual Transition Programmes (ITP) are implemented before transition from one school to another or from one sector to another and participating in the development of such programmes, including school-to-work ITPs where applicable;
- xi. coordinating all staff assigned to learners with IENs;
- xii. liaising with feeder and receiver schools;
- xiii. facilitating links between Colleges, Learning Centres, Resource Centres and other specialised services through networking activities;
- xiv. mentoring and supporting other teachers/learning support assistants in their speciality;
- xv. ensuring that learners with IENs are encouraged to develop functional skills and where possible to begin taking responsibility of their own learning and enhancing their independent skills;
- xvi. liaising with and providing technical advice to colleagues in schools and other professionals, including the College and school multi-disciplinary team, who are in contact with learners with IENs;
- xvii. under the direction of the Director National School Support Services and/or his/her delegate, relative College Principal and Head of School, liaising with external agencies involved in supporting learners with IENs;
- xviii. coordinating professional development opportunities for colleagues and participating in Continuing Professional Development (CPD);
- xix. liaising with, guiding and collaborating with parents/guardians of learners with IENs;
- xx. encouraging participation in EU projects and other projects in accordance with the SDP targets and as agreed with the Senior Management Team;
- xxi. undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xxii. any other duties as directed by the Principal Permanent Secretary.

Heads of Departments shall generally be organised across schools. Each college shall gradually have all the Curricular Areas (either at subject or at area level), as established from time to time by the National Curriculum Framework, covered by the services of a team of Head of Department directly accountable to the Head of College Network, or his delegate, in as far as Head of Department duties are concerned. Heads of Departments may give service in more than one college depending on the arising needs.

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.

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.

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

Head of Department may be deployed on duties and responsibilities above, in more than one College/Resource Centre or National Centres, offices or other set-ups responsible for Inclusive and Special Education managed by the Education Authorities.