

Anness A

Ministeru	Ministeru għall-Edukazzjoni, l-Isport, iż- Żgħażaġh, ir-Riċerka u l- Innovazzjoni (MEYR)
L-impjieg	Manager I



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

Dmirijiet u responsabbiltajiet

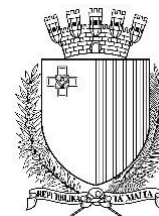
Id-dmirijiet ta' Manager I għall-iStatementing Moderating Panel jinkludu:

- i. Jiggrawidja lill-individwi/skejjel dwar il-proċess tal-bordijiet tal-iStatementing Moderating Panel;
- ii. Jivvaluta, jirreġistra u jirrikonoxxi referenzi li jidhlu;
- iii. Jikkoordina s-seduti tal-bordijiet;
- iv. Jipproċessa talbiet ta' revizjoni u jikkoordina zjajjar fl-iskejjel mill-Ispeċjalisti tal-Inkluzjoni;
- v. Jipprepara l-aġenda u d-dokumentazzjoni għar-rapporti tal-każijiet għal sessjonijiet ta' kull ġimgħa;
- vi. Jsegwi d-deċiżjonijiet, inkluża il-preparazzjoni ta' dikjarazzjonijiet ta' appoġġ għal kull każ, meħuda mill-bord, l-appelli u l-bordijiet ta' revizjoni;
- vii. Jzomm rekords aġġornati, inkluż il-preparazzjoni ta' data u dokumenti uffiċjali għall-bordijiet u jibgħat id-deċiżjonijiet tal-bord lill-persuni konċernati;
- viii. Jipparteċipa f'taħriġ kif organizzat min-National School Support Services (NSSS);
- ix. Jipparteċipa f'sessjonijiet ta' informazzjoni dwar l-iStatementing Moderating Panels u l-proċessi involuti;
- x. Kwalunkwe kompiti oħra li jistgħu jiġu assenjati miċ-Chairpersons;
- xi. Kwalunkwe kompitu ieħor li d-Direttur NSSS jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xii. Jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

L-iStatementing Moderating Panel jikkonsisti fi tliet Bordijiet għall-allokazzjoni tal-Learning Support Educators lil studenti li jeħtieġu appoġġ addizzjonali fl-iskejjel.

Annex A

Ministry	Ministry for Education, Sport, Youth, Research and Innovation (MEYR)
Job title	Manager I



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

Duties and responsibilities

The duties of a Manager I for the Statementing Moderating Panel include:

- i. Guide individuals/schools on the process of the Statementing Moderating Panels;
- ii. Assess, register and acknowledge incoming referrals;
- iii. Coordinate panel and boards sittings;
- iv. Process review requests and co-ordinate school visits by the Inclusion Specialists;
- v. Prepare the agenda and relevant documentation for case reports for weekly sessions;
- vi. Follow up decisions, including the preparation of statements of support for each case, taken by the panel, appeals and review boards;
- vii. Maintain up to date records including the preparation of data and official documents for boards and dissemination of Panel/Board decisions;
- viii. Participating in training as organised by the National School Support Services (NSSS);
- ix. Participating in information sessions on the Statementing Moderating panels and its processes;
- x. Any other tasks that may be assigned by the Chairpersons;
- xi. Undertakes any other tasks, which Director NSSS may delegate to him/her, as may be required;
- xii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xiv. Any other duties as directed by the Principal Permanent Secretary.

The Statementing Moderating Panel consists of three Boards for the allocation of Learning Support Educators to students who require additional support in schools.