Anness A

Ministeru	Ministeru għall-Edukazzjoni (MFED)
L-impjieg	Għalliem Supplimentari

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

Dmirijiet u responsabbiltajiet

Hija r-reponsabbiltà tal-Għalliem li tieħu ħsieb li tipprovdi esperjenzi xierqa ta' tagħlim rilevanti, stimulanti, u li jinvolvi l-istudent, għall-istudenti kollha taħt ir-responsabbiltà tiegħu/tagħha, billi trawwem b'mod sostenibbli fl-individwu kif ukoll fil-kollettiv, il-benessere fit-tkabbir spiritwali, f'dak emozzjonali, fil-fehim u fil-iżvilupp fiżiku. Il-persuna maħtura bħala għalliem hija mistennija li tikkollabora ma' edukaturi li jkunu qed jappoġġaw dan l-isforz fil-klassi jew barra mill-klassi, taħt it-tmexxija tas-*Senior Management* Tim tal-iskola, anke billi jinvolvu ruħhom fl-iżvilupp tal-Komunità ta' Edukaturi Professjonali, inkluż fi ħdan l-*iSchool Development Plan*. Biex dan iseħħ, il-persuna magħżula bħala għalliem għandha:

i. żżomm ruħha aġġornata mal-iżviluppi fl-edukazzjoni, b'mod partikulari fir-rigward taċ-ċiklu u/jew qasam rispettiv, inkluż iżda mhux limitat għall-kurrikulum, il-pedagoġija, l-assessjar, ir-*recoding*, u r-rappurtar ta' tagħlim, il-kontenut u l-iżvilupp differenti ta' min jitgħallem;

ii. toħloq kundizzjonijiet tajbin biex tiffaċilita l-iżvillup ħolistiku ta' min qed jitgħallem skont il-linji gwida pprovduti mill-awtoritajiet nazzjonali u lokali nominati;

iii. tippjana, toħloq u tevalwa esperjenzi ta' tagħlim stimulanti, pjaċevoli u pożittivi, inkluż fil-preparazzjoni ta' lezzjonijiet u kif tagħti l-lezzjonijiet, fl-iżvilupp u amministrazzjoni ta' modalitajiet varji ta' assessjar għal u ta' tagħlim, kif ukoll tagħti *feedback* ukoll permezz ta 'reġistrazzjoni u rappurtar tat-tagħlim;

iv. tindirizza d-diversità billi toħloq opportunitajiet għall-istudenti kollha biex jilħqu l-potenzjal tagħhom mingħajr ma formalment jew informalment joħolqu ostakli jew inaqqsu l-aspettattivi;

v. tikkontribwixxi għall-kisba inkrimentali tar-riżultati mistennija fis-suġġett, qasam ta' tagħlim u l-livell ta' temi trans-kurrikulari tal-istudenti kollha fdati taħt il-kura tiegħu/tagħha, billi tgħolli l-limitu tal-kisba għal kull individwu u jitnaqqas l-lakuni fil-kisba li jistgħu jeżistu fil-proċess billi tiffaċilita t-twettiq tal-potenzjal ta' kull student;

vi. it-tagħlim u l-edukazzjoni tal-istudenti skont il-linji gwida pprovduti mill-Qafas tal-Kurrikulu Nazzjonali taħt il-gwida totali tal-awtorità kompetenti tal-edukazzjoni;

vii. t-tagħlim u l-edukazzjoni tal-istudenti skont il-ħtiġijiet, il-ħiliet u l-potenzjal edukattiv ta' studenti individwali fdati fil-kura tiegħu/tagħha mill-Kap tal-Iskola jew Kap tas-Sezzjoni;

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

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

Deskrizzjoni dettaljata tax-xogħol ta' dal-post tista' tiġi akkwistata permezz ta' dan il-link: http://education.gov.mt/en/Documents/Vacancies/JobDescriptionTeacher.pdf.

Il-persuna magħżula hija mistennija li twettaq dmirijiet b'lealtà, b'diliġenza xierqa u bl-akbar ħila, u taġixxi f'kull rispett skont l-istruzzjonijiet u/jew direttivi mogħtija lilha mid-Direttorati tal-Edukazzjoni, il- Kap tan-*Network* tal-Kulleġġ/Prinċipal tal-Kulleġġ, u/jew il-Kap tal-Iskola.

Il-persuna magħżula tkun mistennija li tipparteċipa f'korsijiet ta' żvilupp professjonali fosthom kors t'induzzjoni kif jixraq l-irwol u l-funzjonijiet tiegħu, u *Management driven training programme*, kif mitlub mid-Direttorati tal-Edukazzjoni, il-Kap tan-*Network* tal-Kulleġġ/Prinċipal tal-Kulleġġ, u/jew il-Kap tal-Iskola.

Il-persuna magħżula għandha tadotta u taħdem għall-implimentazzjoni tal-pjan ta' żvilupp skolastiku ta' skola jew skejjel partikulari li tkun qed isservi fiha/fihom.

Il-persuna magħżula tista' tintbagħat isservi f'kull Kulleġġ, Skola, Ċentru ta' Riżorsi, Ċentru għal Għajnuna fit-Tagħlim jew istituzzjoni oħra, u tista' tintbagħat isservi f'aktar minn skola/ċentru/istituzzjoni waħda, f'Malta u/jew Għawdex. MFED jżomm id-dritt li jassenja applikanti magħżulin minn Kulleġġ/skola/ċentru/istituzzjoni għall-ieħor, skont l-esiġenzi tal-MFED, li jinkludu fuq bażi *shared.*

Annex A

Ministry	Ministry for Education (MFED)
Job title	Supply Teacher

MINISTRY FOR EDUCATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

It is the responsibility of a teacher to take charge of providing appropriate relevant, stimulating and engaging learning experiences for all students under his/her responsibility, nurturing wellbeing through sustainable individual as well as collective spiritual, emotional, cognitive and physical growth. The teacher is expected to collaborate with other educators, who may be supporting this endeavour within or beyond the classroom, under the leadership of the school's Senior Management Team, also by engaging in the development of a Community of Professional Educators, including through School Development Planning. In pursuing this, the Teacher is to:

i. keep abreast of developments in education, particularly in relation to the respective Cycle and/or area, including but not limited to curriculum, pedagogy, assessment, recoding and reporting of learning, content and diverse learner development;

ii. create optimal conditions which facilitate a learner's holistic development according to guidelines provided by the national and local designated authorities;

iii. plan, create, and evaluate stimulating, enjoyable and positive learning experiences, including through lesson preparation and delivery, development and administration of varied modalities of assessment for and of learning, as well as give feedback also through recording and reporting of learning;

iv. address diversity by creating opportunities for all learners to reach their potential without either formally or informally erecting barriers or lowering expectations;

v. contribute towards the incremental attainment of the expected outcomes at subject, learning area, and cross-curricular theme level by all students entrusted under his/her care raising the bar of achievement for every individual and narrowing the attainment gaps that may exist in the process facilitating the fulfilment of each learner's potential;

vi. teach and educate students according to guidelines provided by the National Curriculum Framework under the overall guidance of the competent education authority;

vii. teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the Head of School or Head of Section;

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

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

A detailed job description of the post can be obtained by accessing the following link: http://education.gov.mt/en/Documents/Vacancies/JobDescriptionTeacher.pdf.

The selected candidate is expected to carry out his/her duties in utmost good faith, with due diligence and to the best of his/her abilities and s/he shall act in all respects according to the instructions and/or directives given to him/her by the Education Directorates, Head of College Network /College Principal and/or Head of School.

The selected candidate is required to follow professional development courses including an induction course as appropriate to his/her role and functions, and Management driven training programmes, as directed by the Education Directorates, Head of College Network /College Principal and/or Head of School.

The selected candidate shall adopt and work towards the implementation of the school development plan of the particular school or schools s/he is giving service in.

The selected candidate may be assigned to serve in any College, School, Resource Centre, Learning Support Centre or educational institution including serving in more than one school/centre/institution, in Malta and/or Gozo. MFED reserves the right to deploy selected candidates from one College/school/centre/institution to another according to the exigencies of the MFED, including on a shared basis.