

MEDE 772/2016

HR 46/2016

*Ministry for Education and Employment
Great Siege Road,
Floriana
VLT 2000*

Date: 4th November 2016

To: Directors
College Principals
Heads of Schools and Sections (State only)

MINISTRY FOR EDUCATION AND EMPLOYMENT

**POST OF ASSISTANT HEAD OF SCHOOL (SECONDARY) WITHIN THE
MINISTRY FOR EDUCATION AND EMPLOYMENT TO SERVE IN MALTA**

(as per Ministry's HR Plan for the year 2016)

The Ministry for Education and Employment (MEDE) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEDE adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

Nomenclatures importing the male gender include also the female gender.

1.0 General

- 1.1 The Permanent Secretary, Ministry for Education and Employment (MEDE), invites applications for the post of Assistant Head of School (Secondary) within the Ministry for Education and Employment to serve in Malta.
- 1.2 The qualities being sought for in this post are those of a capable educator, with vision, knowledge, competencies and drive to successfully form part of a dynamic school leadership team.

2.0 Terms and Conditions

- 2.1 The salary for the post of Assistant Head of School (Secondary) is that of Salary Scale 7, which in 2016 is €22,043.98 per annum, rising by annual increments of €531.17 up to a maximum of €25,231.00.
- 2.2 An Assistant Head of School (Secondary) shall receive an all-inclusive applicable Education Management Allowance of €1,100 per annum to cover extra duties, extra attendances, including all duties connected with school councils, and expenses including part remuneration for telephone expenses as stipulated in the agreement between the Government of Malta and the Malta Union of Teachers signed on 23rd August 2010.

2.3 An Assistant Head of School (Secondary) may be required to attend courses, locally or abroad, as the Ministry for Education and Employment (MEDE) may deem necessary.

3.0 Purpose and Responsibilities

3.1 The overall purpose of the role of an Assistant Head of School (Secondary) is that of:

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

3.2 The main responsibilities of an Assistant Head of School (Secondary) shall include the following:

- assisting in managing the school or sections of the school as may be determined by the Head of School;
- undertaking any professional duties which may be delegated to him by the Head of School;
- in the absence of the Head of School, undertaking the management and professional duties of the Head of School;
- adopting and working towards the implementation of the school development plan (SDP) of the particular school he is giving service in;
- providing professional support to teachers in the proper execution of their pedagogical duties, particularly by mentoring new teaching staff;
- co-operating with the Head of School in the implementation and evaluation of curriculum innovation and development within the school;
- acquiring experience in the management of different levels of the school;
- in cases of emergency, taking charge of a class;
- encouraging participation in EU projects and other projects in accordance with SDP targets and as agreed with the Senior Management Team;
- performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

4.0 Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be Public Officers in the grade of Teacher:

- (a) who have not less than ten (10) scholastic years teaching experience, of which the last five (5) years must be in state schools; **AND**
- (b) who have at least four (4) scholastic years teaching experience in Secondary Schools.

As provided by clause 34(2) of the Sectoral Agreement signed between the Government of Malta and the Malta Union of Teachers on 23rd August 2010, Instructors who have been re-designated as Teachers (Personal Basis) and who satisfy the eligibility criteria outlined in paragraph 4.1 (a) and 4.1 (b) above, shall be likewise eligible. It is being clarified that years of teaching experience in the grade of Instructor shall be reckonable as teaching experience in terms of paragraph 4.1 (a) and 4.1 (b) above.

4.2 Due consideration will be given to applicants who, besides satisfying the requisites indicated in paragraph 4.1, have proven relevant work experience.

4.3 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below paragraph 8.1).

5.0 Submission of Supporting Documentation

5.1 Qualifications and/or experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application through the edurecruitment portal: <https://edurecruitment.gov.mt>. Qualifications at MQF Level 5 to 8 must be accompanied by a transcript in English showing the qualification obtained and the final classification.

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

6.0 Selection Procedure

6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability in rank order for the post. The maximum mark for this selection process is **500** and the pass mark is **300**.

6.2 A notification of results published can be accessed on: <https://education.gov.mt/vacancies/Pages/Published%20Results.aspx>.

7.0 Submission of Applications

7.1 Applications, together with an updated Service and Leave Record Form (GP 47) and a summary of qualifications and experience in the European Curriculum Vitae Format are to be submitted through the Online Education Recruitment Portal **ONLY** at the following address: <https://edurecruitment.gov.mt> by not later than **(Central European Time) noon of Friday 18th November 2016**. An automatic receipt will be sent to you by e-mail informing you that the application was submitted successfully.

7.2 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. MEDE cannot be held responsible for any delay due to such difficulties.

- 7.3 MEDE employees only, excluding entities are to apply for GP 47 by sending an e-mail to records.mede@gov.mt, indicating clearly the applicant's full name & surname, ID number, Grade, telephone number & residential address together with the reference of the said call applied for. A copy will be sent by e-mail to the applicant and the original will be sent to the selection board.
- 7.4 Further details concerning the submission of applications are contained in the general provisions referred to below.

8.0 General Provisions

- 8.1 General provisions concerning this call for applications, with particular reference to:
- the probationary period and other conditions;
 - reasonable accommodation for registered persons with disability;
 - submission of recognition statements in respect of qualifications;
 - publication of the result;
 - the process for the submission of petitions concerning the result;
 - access to application forms and related details (not applicable in view of paragraph 7.1 above),

may be viewed by accessing the website of the People and Standards Division at the address <https://opm.gov.mt/en/PSD/RESOURCING/Pages/Forms%20and%20Templates/Forms-and-Templates.aspx> . These general provisions are to be regarded as an integral part of this call for applications.

Joseph Caruana
Permanent Secretary
Ministry for Education and Employment