MINISTRY FOR EDUCATION AND EMPLOYMENT

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

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 Educations Regulations 2016) in its recruitment process.

Nomenclatures denoting the male gender include also the female gender.

1.0 Introduction

1.1 The Permanent Secretary, Ministry for Education and Employment (MEDE), invites applications for the post of Assistant Head of School (Primary) within the Ministry for Education and Employment to serve in Malta.

2.0 Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 The salary for the post of an Assistant Head of School is Salary Scale 6, that is, €25,034.00 per annum, rising by annual increments of €596.33 up to a maximum of €28,612.00.

2.3 An Assistant Head of School shall benefit from the educator’s class allowance, which in 2018 is €1,638 and a Work Resources Fund, which in 2018 is €363. These
allowances are subject to yearly increments as stipulated in the agreement between the Government of Malta and the Malta Union of Teachers (MUT) on 21st December 2017.

3.0 Duties

3.1 The core responsibility of the Assistant Head of School is to assist and deputise for the Head of School (Head of School) in pursuance of his/her role as the school’s Educational and Operational Leader by undertaking such professional and administrative duties as are delegated by the Head of School. As part of the Senior Management Team, led by the Head of School, the Assistant Head of School is also responsible for the fostering of a climate of genuine collegiality amongst community members, setting the pace through active engagement in the development of a Community of Professional Educators, including through School Development Planning. The Assistant Head of School is expected to:

a. lead and manage the school in its day-to-day operations in the absence of, or in support to, the Head of School, assist in the school’s curriculum by organising and coordinating all activities related to curriculum planning, delivery assessment and development at school level, contributing when given the opportunity at national level;

b. assume responsibility for ensuring educational and personal entitlement of all learners

c. lead and coordinate all initiatives related to meeting the needs of individual students, including children with a statement of needs and those related to Individual Educational Programmes guaranteeing access to learning and assessment, supported by the presence of the HoD (Inclusion);

d. develop and maintain an emotionally, psychologically and physically safe, as well as orderly, though creative and cognitively stimulating environment that is conducive to learning;

e. collaboratively create and nurture a Community of Professional Educators, leading by example through active participation;

f. coordinate mentoring duties of Newly Qualified/Recruited Educators and others experiencing challenges.

The overall purpose of the role of an Assistant Head of School is that of:

a. 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
The main responsibilities of an Assistant Head of School shall include the following:

a. assisting in managing the school or sections of the school as may be determined by the Head of School;

b. undertaking any professional duties which may be delegated to him by the Head of School;

c. in the absence of the Head of School, undertaking the management and professional duties of the Head of School;

d. adopting and working towards the implementation of the school development plan (SDP) of the particular school he is giving service in;

e. providing professional support to teachers in the proper execution of their pedagogical duties, particularly by mentoring new teaching staff;

f. co-operating with the Head of School in the implementation and evaluation of curriculum innovation and development within the school;

g. acquiring experience in the management of different levels of the school;

h. in cases of emergency, taking charge of a class;

i. encouraging participation in EU projects and other projects in accordance with SDP targets and as agreed with the Senior Management Team;

j. performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

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

3.3 Furthermore an Assistant Head of School may be deployed within the same cycle applied for according to the exigencies of the service.

4.0 Eligibility requirements

4.1 By the closing time and date of this call for applications, applicants must be Public Officers in the Malta Public Service or Public Officers in the Malta Public Service on loan/detailed with/deployed with/on attachment to Public Sector Organisations who:

(i) are in possession of a Permanent Teachers Warrant; AND
(ii) must be confirmed in a current or previous appointment, and who are public officers covered by the agreement between the Government of Malta and the Malta Union of Teachers (MUT) dated 21st December 2017; AND

(iii) have not less than ten (10) scholastic years teaching experience, five (5) years of which must be in state school. Years of experience as Head of Department - Prefect of Discipline shall be deemed reckonable as part of the required years of teaching experience for the purposes of eligibility as outlined in this clause.

4.2 Furthermore, as per the education sectoral agreement signed by the Government and the Malta Union of Teachers (MUT) on 21st December 2017, the eligibility criteria mentioned in paragraphs 4.1 (i) to (iii) above, will take into consideration all previous years of satisfactory service in the relevant grade and qualifications accrued by applicants. As such, service in higher or equivalent roles by the closing time and date of the call for applications, which may include roles not regulated by the same agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades.

4.3 Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.4 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognized MQF level program of study, as required in the afore-mentioned eligibility criteria or higher, by the closing time and date of the call for applications.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.
4.6 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).

5.0 Submission of supporting documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be uploaded on the edurecruitment portal https://edurecruitment.gov.mt when you apply.

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 for the post. The maximum mark for this selection process is 500 and the pass mark is 300.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 4.4, to applicants in possession of MQF Level 7 qualifications (subject to a minimum of 60 ECTS/ECVET credits, or equivalent with regard to programmes commencing as from October 2008) in either one of the following areas; Educational Leadership/Management, SEBD, Inclusion, Mentoring, Curriculum and Counselling or a comparable professional qualification, as well have proven relevant work experience.

7.0 Submission of applications

7.1 Applications, together with an updated service and leave record form (GP47) and a summary of qualifications and experience in the curriculum vitae, are to be submitted through the online education recruitment portal ONLY at the following address http://edurecruitment.gov.mt by not later than noon (Central European Time) of Monday, 2nd July 2018.

An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully. Should you require assistance with the application kindly contact Customer Care on telephone numbers 2598 and ext. 2463/2461/2467/2334/2437/2436/2455.

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.
Further details concerning the submission of applications are contained in the general provisions referred to below.

**8.0 Other general provisions**

8.1 Other general provisions concerning this call for applications, with particular reference to:

- the applicable benefits, conditions and rules/regulations;
- 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; details (not applicable in view of paragraph 7.1 above);
- retention of documents;

may be viewed by accessing the website of the People & Standards Division at the address [https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx](https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx)

These general provisions are to be regarded as an integral part of this call for applications.

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Dr. Francis Fabri  
Permanent Secretary  
Ministry for Education and Employment