Ministry for Education and Employment
Education Building
Great Siege Road
Floriana VLT 2000

Date: 12th April 2019

To: Permanent Secretary,
Directors General, Directors,
Heads of College Network, Heads of School (State Only),
Learning Support Centre Coordinators,
Heads of Section/Units

MINISTRY FOR EDUCATION AND EMPLOYMENT

POST OF HEAD OF DEPARTMENT (CURRICULUM) WITHIN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

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 Head of Department (Curriculum) within the Ministry for Education and Employment for the following subjects/areas:

- Computing
- Digital Literacy
- Primary (English)
- English Secondary
- German
- Italian
- Primary (Mathematics)
- Migrants Unit
- Music
- **Performing Arts (Music/Drama/Art)
- Primary (Science)
- *VET (Information Technology)
- *VET (Health and Social Care)
- *VET (Textiles and Fashion)
- *XL Achieve

* New subjects which have been taught for less than five (5) years.

** Required to have taught music, drama or art for the last eight (8) years.

2.0 Terms and Conditions

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

2.2 The salary for the post of Head of Department is Salary Scale 6, which in 2019 is, €25,779.00 per annum, rising by annual increments of €596.33 up to a maximum of €29,357.00.

2.3 A Head of Department shall benefit from the educator’s class allowance, which in 2019 is €2,129 per annum and a Work Resources Fund, which in 2019 is €471 per annum. 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 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 (Curriculum) include:
fulfilling the obligations of a teacher with all its related expectations, but within the agreed adjusted parameters, and to additionally serve as the curricular 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;

(b) actively assisting the Head of School in ensuring the good professional practice, standards, and quality of the teaching and learning of subject/s/areas through proper dialogue with the class teachers and under the direction of the relative Education Officer while promoting a healthy process of reciprocal informal observation of class teaching practices;

(c) advising and contributing to curriculum development at school and system level under the direction and guidance of the respective Education Officer;

(d) co-ordinating the learning and teaching of the subject/s/area for which one is responsible;

(e) setting examination papers, co-ordinating marking schemes and moderating examinations and assessment processes at one’s school as well as in other schools;

(f) mentoring other teachers (see job description of Mentor) in the subject/s/area of their speciality;

(g) performing other duties as requested by the Director, Learning and Assessment Programme (LAP) and/or the Director General, Curriculum, Lifelong Learning and Employability (DCLE);

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

3.2 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.

3.3 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.
3.4 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.

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

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 confirmed in their current grade of Teacher and in possession of a Permanent Teachers Warrant; AND

(ii) (a) have not less than ten (10) scholastic years teaching experience, three (3) years of which would preferably be in a state school; AND

(b) have served at least four (4) years out of the ten (10) scholastic years of teaching experience teaching the subject/area/s or cycle applied for.

(iii) In cases where a vacancy for Head of Department is for a subject or area within five (5) years of its introduction into the approved curriculum, mentioned in paragraph 1.1 above, or no candidate is selected after two (2) consecutive calls, eligibility shall be open to candidates who meet all other criteria but may not fully satisfy the years of experience established in 4.1 (ii) (a) and (b) above.

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 (i), 4.1 (ii) and 4.1 (iii) 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 (i), 4.1 (ii) and 4.1 (iii) above. Since the appointment of chosen successful applicants will be engaged from 1st September 2019 onwards, this current scholastic year (2018-2019), is reckonable as part of the required applicant’s years of experience.

4.2 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.

4.3 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 4.1 (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.

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.0 Submission of supporting documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which must be uploaded on the edurecruitment portal https://edurecruitment.gov.mt, when you apply. Under no circumstances should any such documents be submitted after two (2) working days from the closing date.

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 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.2, have proven relevant work experience. 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 per paragraphs 4.1 (ii) (a) and (b).

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, 29th April 2019.

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 Edu Servizz.gov on telephone number 153.

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 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:

1. applicable benefits, conditions and rules/regulations;
2. reasonable accommodation for registered persons with disability;
3. submission of recognition statements in respect of qualifications;
4. publication of the result;
5. the process for the submission of petitions concerning the result;
6. access to application forms and related details (not applicable in view of paragraph 7.1 above);
7. 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/Forms andTemplates.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