

## **Job description of an Education Officer (Regulatory) (EO - R)**

### **(Monitoring & Evaluation)**

- i. set, monitor and quality assure the Learning Outcomes Framework (LOFs) by looking at standards for formal and non-formal education provision at a national level on all applicable areas, through a balanced exercise of guidance and responsibility across State, Church and Independent Sectors, at the Early, Junior, Secondary and Upper Secondary Years Cycles (collectively known as General Education);
- ii. monitor all schools providing compulsory education and report on the adherence of the policies and provisions laid down in the Education Act, as well as the National Curriculum Framework (NCF) and the Framework for the Education Strategy 2014-2024 and other policies and provisions of MEYR;
- iii. ensure the provision of appropriate curricular learning programmes for all learners, including but not limited to learners with learning difficulties, talented learners and foreign students;
- iv. be the main focus point between: Matsec office, the Ministry & DCLE/DES, for all aspects of assessment, including but not only, collation of evidence for school-based assessment, coordination with moderators appointed by Matsec, and ensuring that access arrangements during examinations are being offered and adhered to, by all schools in general education;
- v. provide feedback and feedforward between educators, parents and learners, and EAU within DLAP;
- vi. assist in gathering analysis, research and evaluation of current LOs, by evaluating data and recommend its use to plan and manage the curriculum, LOFs, projects and systems needed in the respective Colleges;
- vii. assist in formulating Educational policies and support in the monitoring of their implementation;
- viii. keep Minutes of meetings and help to facilitate the implementation of tasks and decisions taken;
- ix. assist in the analysis of curricular activities across colleges, verifying if these activities actually enhance the attainment level of all students and recommend new curricular programmes for learners, ensuring the accreditation of programmes, and the availability of physical human resources for implementation;
- x. coordinate between different departments under DCLE & DES to ensure that school based assessment, summative assessment, national summative assessment including the End of Primary Benchmark Assessment and International Assessments are being conducted in schools as required by MEYR policies.

## Deskrizzjoni tax-xoghol ta' Uffiċjal Edukattiv (Regolatorju) (EO - R)

### Monitoraġġ u Evalwazzjoni

- i. tistabilixxi, timmonitorja u tiżgura l-kwalità tal-Qafas tar-Riżultati tat-Tagħlim (LOFs) billi tfares lejn standards għall-provvista ta' edukazzjoni formali u mhux formali fuq livell nazzjonali fl-oqsma applikabbli kollha, permezz ta' eżerċizzju bilanċjat ta' gwida u responsabbiltà fis-Setturi Statali, tal-Knisja u Indipendenti, fi-Ċikli tas-Snin Bikrija, Junior, Sekondarja u Sekondarja Għolja (magħrufa kollettivament bħala Edukazzjoni Ġenerali);
- ii. tjimmonitorja l-iskejjel kollha li jipprovdu edukazzjoni obbligatorja u tirrapporta dwar l-aderenza tal-politiki u d-dispożizzjonijiet stabbiliti fl-Att dwar l-Edukazzjoni, kif ukoll il-Qafas Nazzjonali tal-Kurrikulu (NCF) u l-Qafas għall-Istrategija għall-Edukazzjoni 2014-2024 u politiki u dispożizzjonijiet oħra tal-MEYR;
- iii. tiżgura l-provvista ta' programmi ta' tagħlim kurrikulari xierqa għall-istudenti kollha, inklużi iżda mhux limitati għal studenti b'diffikultajiet fit-tagħlim, studenti b'talent u studenti barranin;
- iv. tkun il-punt ta' fokus ewlieni bejn: l-uffiċċju Matsec, il-Ministeru u DCLE/DSE, għall-aspetti kollha tal-valutazzjoni, inkluż iżda mhux biss, kollazzjoni ta' evidenza għall-valutazzjoni bbażata fl-iskola, koordinazzjoni mal-moderaturi mahtura minn Matsec, u l-iżgurar li l-arranġamenti tal-aċċess matul qed jiġu offruti u mharsa l-eżamijiet, mill-iskejjel kollha fl-edukazzjoni ġenerali;
- v. tipprovdu feedback u feedforward bejn edukaturi, ġenituri u studenti, u EAU fi hdan id-DLAP;
- vi. tassisti fil-ġbir ta' analiżi, riċerka u evalwazzjoni tal-LOs attwali, billi tevalwa d-dejta u tirrakkomanda l-użu tagħha biex tippjana u timmanigġja l-kurrikulu, LOFs, proġetti u sistemi meħtieġa fil-Kulleġġi rispettivi;
- vii. tassisti fil-formulazzjoni ta' politiki Edukattivi u appoġġ fil-monitoraġġ tal-implimentazzjoni tagħhom;
- viii. iżomm il-Minuti tal-laqgħat u jgħin biex jiffacilita l-implimentazzjoni tal-kompiti u d-deċiżjonijiet meħuda;
- ix. tassisti fl-analiżi tal-attivitajiet kurrikulari fil-kulleġġi, tivverifika jekk dawn l-attivitajiet fil-fatt itejbux il-livell ta' kisba tal-istudenti kollha u jirakkomandaw programmi kurrikulari godda għall-istudenti, jiżguraw l-akkreditazzjoni tal-programmi, u d-disponibbiltà ta' riżorsi umani fiżiċi għall-implimentazzjoni;
- x. tikkoordina bejn dipartimenti differenti taħt DCLE & DSE biex tiżgura li l-valutazzjoni bbażata fl-iskejjel, il-valutazzjoni sommattiva, il-valutazzjoni sommattiva nazzjonali inkluża l-Valutazzjoni ta' Referenza tat-Tmiem tal-Primarja u l-Valutazzjonijiet Internazzjonali jkun qed isiru fl-iskejjel kif meħtieġ mill-policies tal-MEYR.