

## **The role of an Education Officer**

### **(Education Resources)**

The qualities being sought for the post of Education Officer (Education Resources) are those of an educator with the required vision, knowledge, competences and drive to form part of a dynamic team committed to improving the Maltese educational system within the context of the Education Act (Cap. 327), the *National Curriculum Framework (2012)*, the *Framework for the Education Strategy for Malta 2014-2024 (2014)* and converging policies.

An Education Officer (Education Resources) shall endeavour to ensure the fulfilment of the mission of the Directorate for Educational Services (DES) as defined in the Education Act, (Cap 327, Part II, Article 10) and in particular the functions of the Education Resources Department (ERD).

The duties of an Education Officer (Education Resources) shall be generally those assigned by the Director Education Resources. S/he shall support and assist the Assistant Director and Service Managers (Education Resources) in:

- Coordinating the process leading to the development of human resources plans within educational establishments;
- Coordinating the process leading to the submission of the annual classification plans;
- Allocating staff pertaining to both educational and non-educational grades, in Primary, Secondary, Post-Secondary and Vocational Schools, Resource Centres and Learning Support Centres;
- Facilitating the provision of job shadowing/field placements/mentoring arrangements to initial teacher training providers;
- Carrying out entitlement verifications that may be required for inclusion provision within the non-state sector;
- Supporting the implementation of the Framework for the Education Strategy (2014/2024) and the resulting school development plans by coordinating the process leading to the compilation of capacity building/human resources plans;
- Coordinating the mentoring provision of all staff in educational establishments and ensure provision of assistance in the case of staff facing challenging situations, particularly teachers who require support;
- Identifying training needs for staff in educational establishments and liaising with the Institute for Education to ensure that such needs are addressed;

- Coordinating the process required for the proper induction of newly recruited staff within educational establishments and for the awarding or otherwise of confirmation of appointment;
- Coordinating the administrative functions required for the ongoing maintenance of databases and IT systems, currently STS and My School used for the carrying out duties within the Directorate;
- Enhancing and developing, in conjunction with IMU, classification, deployment and timetabling tools and providing training in their use;
- Coordinating the provision of Health and Safety services within the state school sector;
- Nurturing networking and cooperation between colleges, schools and other educational establishments, within and beyond the state school sector;
- Carrying out any verification that may be required for the needs of both educational and non-educational grades with Church Schools in collaboration with the Secretariat for Catholic Education including Approval of Requirements for education grades;
- Coordinating the applications from staff requesting reduced hours;
- Facilitating the implementation of Sectoral Agreements with MUT and other unions and nurture healthy industrial relationships.

Moreover, an Education Officer (Educational Resources) shall:

- Perform other related duties as may be deemed appropriate to ensure that schools are in a position to offer the highest quality service possible.
- Perform any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary and, or the Permanent Secretary and, or the Director General (Educational Services).