

Job description of an Education Officer (Regulatory) (EO – R)

(Quality Assurance)

The DQSE shall provide professional services of guidance, monitoring, inspection, evaluation and reporting on the process of teaching and learning in schools, on the development and the implementation of the curriculum, syllabi, pedagogy, resources, the necessary modes of assessment and on the educational leadership and administration, the assurance and regular evaluation of quality standards through the internal review process in Colleges and schools.

Education Officers (Quality Assurance) under the direction of their superiors, shall generally have the powers and responsibilities for the fulfilment of the functions of the DQSE.

The qualities being sought for in this post are those of a capable educator, with vision, knowledge, competencies and drive to form part of a dynamic team within MFED with the aim of improving the Maltese educational system within the context of the National Curriculum Framework and the Framework for the Education Strategy for Malta 2014-2024.

The duties of an Education Officer (Quality Assurance) shall be generally those assigned by the Director Quality Assurance and shall include:

- Duties in pre-Primary, Primary and/or the Secondary cycle and will be required to perform duties in Gozo.
- Ensuring that the policies and provisions laid down in the Education Act, as well as other policies and provisions of the DQSE are adhered to in both the State and non-State sector;
- Promoting, guiding and monitoring the implementation of national policies and strategies in non-State and State educational institutions and facilities and Colleges to assist;
- providing advice, input, and monitoring in quality assurance development, management and implementation at Directorate, College, school and other educational institution level, in both the State and non-State educational institutions sectors;
- Conducting external reviews in pre-compulsory and compulsory educational institutions to look into the quality of learning and teaching as well as the educational leadership of a selected school, by reviewing relevant documentation, carrying out class observations, interviewing staff, learners and parents and handing out and reviewing questionnaires to the SMT, teachers and parents. This is followed by a detailed report which highlights the school's strengths and indicating areas which need improvement;

- Assisting in the preparation of budgets and business planning;
- Gathering, analysing, researching and evaluating data and using it to plan and manage services, projects and systems;
- Evaluating and ensuring the quality and standards of educational leadership and management, teaching and learning and school ethos in pre-compulsory and compulsory educational institutions and writing of reports thereupon;
- Performing compliance check visits to ensure that pre-compulsory and compulsory educational institutions are adhering to national standards and legislation;
- Contributing towards the organisation and provision of professional development;
- Networking with international inspectorates, organising and participating in international conferences/workshops/meetings related to Quality Assurance;
- Deputising for the Assistant Director and/or Director as instructed;
- Any other duty compatible with the post of Education Officer within DQSE as directed by DG-DQSE;
- Any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

Frequently asked questions on the role of the EO (Quality Assurance):
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Q: *What is the Quality Assurance Department?*

A: The Quality Assurance Department (QAD) is a department within the Directorate for Quality and Standards in Education and it is set to monitor and sustain a high quality holistic educational provision in pre-compulsory and compulsory age schooling in Malta and Gozo. In line with the Framework for the Education Strategy for Malta 2014-2024 (MFED, 2014), it seeks to assist all individuals achieve their full potential and reach personal fulfilment according to each individuals' diverse skills, competences and knowledge. The aim is to guide and support schools in their endeavour to empower individuals to experience a sense of well-being in educational institutions, inspire lifelong learning, and participate in the world of work and active citizenship.

Its main responsibilities are in the area of quality assurance in the pre-primary, primary and secondary sectors across State and non-State educational institutions. The main functions with respect to quality assurance are:

- to undertake regular external reviews of all state and non-state pre-compulsory and compulsory educational institutions and facilities (Childcare, kindergarten and compulsory school age);
- to evaluate the internal review process and guide effective implementation of School Development Planning (SDP);

- to participate in international conferences to reinforce international networking.

Q: *Are there any additional roles other than those related to External Reviews?*

A: All QAD officials contribute to the development of processes, systems and documents pertaining to quality assurance mechanisms in educational institutions. The QAD may also undertake focussed reviews and surveys on topical educational issues as required. You will be involved in this work between external reviews and compliance checks.

Q: *What training and support will I receive?*

A: You will undertake intensive and extensive training by Maltese and external expert practitioners in quality assurance for improvement, with special reference to quality assurance mechanisms in educational institutions. You will also have comprehensive mentoring support, and you will always work as part of a dynamic team. Continual professional development will be in place throughout the years so as to keep abreast with recent educational developments.

Q: *What other qualities do I need?*

A: If you are a team player, a self-directed learner, able to work autonomously on set tasks yet seek guidance, if you have good communication and interpersonal skills, enjoy writing, adapt easily to change and have a genuine interest in helping educational institutions improve, then this is for you.

Q: *I am interested in this role. Am I eligible to apply? From where can I get more information?*

A: We are looking for experienced, hard-working, visionary and talented educators with a state and/or non-state pre-primary and/or primary and/or secondary and/or upper secondary educational background. The eligibility parameters are given in the Call for Applications once this is available. Further information on the functions of the QAD and the different functions of EOs (Quality Assurance) can be obtained from the QAD website <https://education.gov.mt/en/qad/Pages/default.aspx> or by contacting one of the officials within QAD.