

## **Job description of an Education Officer (Service Provision) (EO – SP) - Subjects/areas**

As part of the supportive central authority for educational service provision, the role of the Education Officer (Service Provision) (EO – SP) is to guide, coordinate and ensure an effective and efficient educational service provision across State, Church and Independent Sectors, at the Early, Junior, Secondary and Upper Secondary Years Cycles (collective known as General Education) within an established framework of decentralisation and autonomy. The service provision functions of EO – SP, shall include one of the following broad responsibilities:

- (a) ensuring equitable, effective and efficient use of resources for adequate operation and delivery of services in Colleges and Schools as deemed necessary to meet the expected national standards and within the agreed parameters;
- (b) guiding, monitoring, supporting and internally evaluating curricular provision, particularly teaching, learning and assessment, in Colleges and Schools by educators governed by the Government of Malta and the Malta Union of Teachers agreement signed on 21<sup>st</sup> December 2017.
- (c) Advise and support stakeholders, especially Schools and Colleges on expected standards in: the curriculum in general and to teaching, learning and assessment, including:
  - 1. Learning outcomes and actual development and revision of content of Learning and Assessment Programmes of Maltese as a Foreign Language and the necessary implementation in all Primary, Middle and Secondary schools as well as in Induction Hubs;
  - 2. Recommended pedagogy;
  - 3. Access to learning and assessment;
  - 4. Assessment of, for and as Learning (ongoing and summative);
  - 5. Institutional requirements including:
  - 6. Resources required to effectively deliver intended programmes;
  - 7. Evidence-based Internal Quality Assurance mechanisms, primarily revolving round the School Development Planning process;
  - 8. Individual requirements including characteristics and/or qualifications required for individuals fulfilling specific roles.
- (d) Lend expertise to stakeholders, especially but not limited to educational institutions in:
  - 1. The promotion, development, coordination and delivery of professional development for educators and educational leaders for individual and organisational growth;

2. Supporting the mentoring and/or coaching of Heads of Department, teachers and other educators particularly on curricular matters;
  3. Offering subject-specific support to teachers in their curricular needs when requested;
  4. Work closely with other Education Officers, especially but not limited to those within the same learning area to ensure coherence;
  5. Seek opportunities to integrate the Cross-Curricular Themes in the Learning Area and promoting its implementation as may be applicable;
  6. Lead and/or contribute in the setting up of relevant and appropriate national assessments, including but not necessarily limited to examination papers together with the related marking schemes as may be required;
  7. Participate in national examination paper/assessment setting boards;
  8. Participate in selection boards for regular and supply teachers related to the respective expertise as may be required to support service providers;
  9. Maintain updated official records related to professional duties, including the observations conducted in schools;
  10. Liaise with technical personnel and/or any other professionals related to the respective area.
- e) Participate in relevant and related national and international projects and initiatives.
- f) Any other duties commensurate with its role and according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

**The role of an Education Officer  
(Subject Provision of Maltese as a Foreign Language)**

The qualities being sought for the post of Education Officer (Curriculum) 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.

The MFED shall provide professional services of support, 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 administration, the assurance and auditing of quality and standards in

Colleges and schools.

Education Officers -Subject Provision under the direction of their superiors, shall generally have the powers and responsibilities for the fulfilment of the functions of the MFED.

The selected candidate may be assigned duties in both the Primary and/or the Secondary Sector and may be required to perform duties in Gozo.

The duties of an Education Officer (**Subject Provision of Maltese as a Foreign Language**) shall be generally those assigned by the Director for Learning and Assessment Programmes (DLAP) and shall include:

- Participate actively and show initiative in the administration, development and implementation of **Maltese as a Foreign Language** in primary and secondary cycles as well as in all Induction Hubs;
- Evaluating and reporting on the work of teachers and on the progress of the teaching of the subject/area in schools;
- Evaluating and ensuring the quality and standards of teaching and learning in schools and Colleges;
- Participating and contributing effectively in educational programmes, both during and after school hours;
- Contributing towards the organisation and provision of professional development;
- Ensuring that the policies and provisions laid down in the Education Act, as well as other policies and provisions of the MFED, in particular **The National Policy for the Teaching of Maltese as a Foreign Language** are adhered to in both the State and non-State sector;
- Providing advice, input, support and monitoring in connection with curriculum development, management, eLearning and quality assurance development, management and implementation at Directorate, College, school and other educational institution level, in both the State and non-State school sector;
- Advising, supporting and monitoring educational programmes in schools and Colleges;
- Integrating the gender perspective in programmes and initiatives of the Directorates;
- Assisting in the professional development of staff;
- Assisting in the preparation of budgets and business planning;
- Collecting and maintaining relevant data and statistics;

- Participating in the monitoring of the implementation and evaluation of the National Curriculum Framework (NCF), and regularly contribute to its relevant review;
  - Participating in the development of curriculum policy for schools and Colleges in line with the NCF, including the development and monitoring of learning outcomes, syllabi and the provision of appropriate curricula, text books and other resource material;
  - Evaluating and reporting on the work of teachers and on the progress of the teaching of the subject/area in schools;
  - Evaluating and ensuring the quality and standards of teaching and learning in schools and Colleges;
  - Participating and contributing effectively in educational programmes, both during and after school hours;
  - Contributing towards the organisation and provision of professional development;
  - Advising on the choice of textbooks, equipment, teaching aids and other educational resources;
  - Participating and facilitating curriculum teams for the production of suitable teaching materials at the various levels;
  - Assisting in the preparation of budgets for the Departments s/he is assigned to;
  - Mentoring Heads of Department and other teaching personnel;
  - Gathering, analysing, researching and evaluating data and using it to plan and manage services, projects and systems;
  - Deputising for the Assistant Director as instructed;
  - Ensuring the timely preparation and setting of national assessments, including examinations;
  - Coordinate with Education Officers of other subjects as relevant to the respective learning areas;
  - Any other duty compatible with the post of Education Officer within DLAP/DCLE;
- Any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.