

Job description of an Education Officer (Service Provision) (EO – SP) - Curriculum

The duties and responsibilities of the selected candidate shall be those assigned by and as requested by the respective Head of College Network (HCN) and includes among others:

1. supporting the Head of College Network (HCN) and Heads of Schools with curricular programmes and initiatives as deemed necessary, to enhance College students' performance at Primary, Middle and Secondary cycles;
2. creating and promoting curricular activities across college to enhance the attainment level of all students
3. ensuring the provision of appropriate curricular learning programmes for all learners, including but not limited to learners with learning difficulties, talented learners and foreign students.
4. supporting in the adherence of the policies and provisions laid down in the Education Act, as well as other policies and provisions of MEYR;
5. supporting in the coordination of and setting up of college based exam papers;
6. coordinating between Heads of School within College and Matsec office for all assessment requirements. This requires being the main focus point between Matsec office and College, for all aspects of assessment, including but not only, registration of students for SEC examinations, collation of evidence for school based assessment, coordination with moderators appointed by Matsec, ensuring that access arrangements during examinations are being adhered to, and other functions related to national examinations;
7. coordinating between Heads of School within College and the Education Assessment Unit (EAU) and with Education Officers (DLAP) 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;
8. providing feedback and feedforward between educators, parents and learners, and EAU within DLAP;
9. assisting School Leadership Teams in using feedback from school based assessment and summative exams to increase achievement levels in all College schools and to explore new assessment methods in collaboration with the HCN and Heads of School;
10. assisting the HCN in gathering, analysing, researching and evaluating data and using it to plan and manage services, projects and systems needed in the respective College;

11. assisting the HCN and Heads of School within College in setting up new curricular programmes for learners; ensuring the accreditation of programmes, the availability of physical and human resources, the promotion and evaluation of the programmes;
12. supporting NQTs / NRTs assigned to schools within college, in collaboration with the subject Education Officer, to achieve the curricular aims of the teaching and learning programmes in the different subjects/areas;
13. assisting in formulating College policies and support in the monitoring of their implementation;
14. keep Minutes of Council of Heads meetings and help to facilitate the implementation of tasks and decisions taken;
15. assisting the Foundation for Educational Services (FES), the National Literacy Agency (NLA) and other organizations approved by MEYR with setting up of during and after-school programmes in schools within the College;
16. assisting in the organisation of CPD / CoPE sessions for the various College teaching grades;
17. assisting in timetables and schedules needed for College teaching staff;
18. assisting in the formulation and implementation of the College Development Plan;
19. coordinating with Psychosocial Teams as required;
20. deputising for the HCN as instructed by the HCN;
21. any other duties commensurate with its role and according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.