

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

### **(Curriculum)**

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 MEDE 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 -Curriculum (subjects/areas) under the direction of their superiors, shall generally have the powers and responsibilities for the fulfilment of the functions of the MEDE.

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 (Curriculum) shall be generally those assigned by the Director Curriculum and shall include:

- 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 MEDE 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;
- Any other duty compatible with the post of Education Officer within DQSE;
- Any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

**Besides the above general duties and responsibilities of an Education Officer (Curriculum) the following areas have further duties:**

Art

- Participate in the administration and development of Art in both primary and secondary cycles;
- Coordinate with Education Officers of other subjects within Learning Area;

Graphical Communication

- Participate in the administration and development of Graphical Communication in secondary cycle;
- Coordinate with Education Officers of other subjects within Learning Area;

Maltese

- Participate in the administration and development of Maltese in primary and secondary cycles;
- Coordinate with Education Officers of other subjects within Learning Area;

Primary (Science)

- Participate in the administration and development of Primary education in a holistic manner

- Participate in the administration and development of Primary education with special attention to Science Education in the Primary
- Coordinate with Education Officers of other STEM subjects within the Learning Area

Diversity: Learning to Learn & Cooperative Learning

- Participate in the administration and development of this cross-curricular theme in a holistic manner
- Coordinate with all Education Officers the various aspects of diversity within all the subjects.