

The role of an Education Officer

(Learning & Assessment Programmes)

The qualities being sought for the post of Education Officer (Learning and Assessment Programmes) 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 MEYR 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 – Learning and Assessment Programmes (subjects/areas) under the direction of their superiors, shall generally have the powers and responsibilities for the fulfilment of the functions of the MEYR.

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 (Learning and Assessment Programmes) shall be generally those assigned by the Director Learning and Assessment Programmes and shall include:

- Ensuring that the policies and provisions laid down in the Education Act, as well as other policies and provisions of the MEYR are adhered to in both the State and non-State sector;
- Providing advice, input, support and monitoring the teaching and learning processes at classroom level, 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 (state and non-state);
- Being digitally competent and taking a leading role in this area;
- Integrating the gender perspective in programmes and initiatives of the Directorates;
- Organizing and assisting in professional development of staff; seeking self-professional development both locally and abroad;
- Assisting in the preparation of budgets and business planning;
- Participating in the monitoring of the implementation and evaluation of the Education Strategy for Malta 2014-2024, and regularly contribute to its relevant review;

- Leading in the development of curriculum policy for schools and Colleges in line with the National Curriculum Framework and the Education Strategy for Malta 2014-2024, 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 in the tendering process as required;
- Participating and facilitating curriculum teams for the production of suitable teaching materials at the various levels;
- 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;
- Ensuring the timely preparation and setting of national assessments, providing guidance for setting and grading of school based assessment;
- Leading reform in teaching, learning and assessment, in collaboration with other Education Officers under the guidance of the Assistant Director;
- Contributing in International Assessment surveys such as PISA, TIMSS, PIRLS, etc., analysing national results and disseminating information to Heads of Department and teachers;
- Collaborating actively with other institutions, including Matsec, to facilitate cooperation and coordination at a national level;
- Collaborating with other Departments/Directorates within MEYR in the coordination of school technicians related to subject (if applicable);
- Participating in national and international projects, attending seminars and actively contributing in these projects and seminars;
- Deputising for the Assistant Director as instructed;
- Any other duty compatible with the post of Education Officer within DCRILL;
- 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 (Learning and Assessment Programmes) the following areas have further duties:

VET Hospitality

- Participate in the administration and development of Hospitality (Vocational and Applied)
- Coordinate with Education Officers of all other subjects
- Support Heads of Department and teachers of the subject to develop the subject further in order to ensure that vocational and applied learning has parity of esteem with all other subjects