

Date: **Jan 2023**
Post Title: **After School Literacy Programmes Administrator (Part-Time)**
Agency: **National Literacy Agency (NLA)**
Responsible to: **Chief Executive Officer (CEO)**

Accountability

The post-holder shall be accountable to the Chief Executive Officer (CEO) of the National Literacy Agency (NLA) and/or his/her delegate.

Roles and Responsibilities

Under the guidance of the CEO and/or his/her delegate, the post-holder shall fulfil the following roles and responsibilities in the context of after-school literacy programmes, including Klabb Naħla and the Read Aloud online literacy programme:

1. Assist schools to set up their after-school literacy programme (Klabb Naħla);
2. Assist in the running of after school literacy programmes;
3. Effectively managing after-school literacy programmes, which includes:
 - Supervising and mentoring tutors;
 - Being responsible for administrative issues pertaining to after-school hours literacy programmes;
 - Ensuring correct attendance and assessment records of tutors and pupils;
 - Communicating with pupils' parents as required and appropriate;
 - Replacing tutors when necessary;
 - Keeping regular contact with the CEO and/or his/her delegate.
4. Organise meetings for parents/guardians;
5. Assist and mentor tutors in the planning and delivery of sessions;
6. Actively participate in all head office meetings and disseminate relevant information to tutors;
7. Respect and practise confidentiality at all times;
8. Assist in programme development and review;
9. Participate in training opportunities organised by the Agency;
10. Keep abreast of research related to literacy;
11. Ensure NLA's equal opportunities and standards are integrated into all aspects of the service;
12. Undertake first line child protection measures, reporting areas of concern to the CEO and his/her delegate;
13. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Directorate for Educational Services;
14. Dress appropriately as per dress code policy provided by NLA;
15. Participate in performance assessment sessions on the basis of which one's further involvement is determined;
16. Any other task that may, from time to time, be assigned by the CEO and/or his/her delegate.

Eligibility criteria

- 1) Recognised teaching degree at MQF Level 6 or equivalent; AND
- 2) Successful completion of any course in effective literacy practices, such as shared and/or guided reading, storytelling, balanced literacy, etc.
- 3) Minimum of MQF 3 in Maltese and English, i.e., SEC (Grades 1 - 5) or GCE certificates (Grades A - C), or equivalent; AND
- 4) A minimum of 5 years teaching experience in the primary sector.

Due consideration will be given to applicants who have experience in management and coordination.

Qualities of an Outside School Hours Literacy Programmes Administrator

- A clear educational vision in line with the aims of the NCF, the National Literacy Strategy and the ethos of the NLA;
- Ability to mentor, supervise and motivate tutors;
- Ability and readiness to work in partnership with parents/guardians;
- Ability to work in and lead teams;
- Strong interpersonal and communication skills in relation to colleagues and service users;
- Strong organisational skills;
- Ability to work under pressure and meet deadlines;
- Sensitivity to working with vulnerable families.
- Willingness to be flexible to meet the demands of the role.

Terms and Conditions

- Employees in this role are expected to work five and a half (5.5) hours onsite per week and five and a half (5.5) hours offsite to carry out the necessary research, reports and preparation to ensure the smooth running of the service. Administrators are also expected to attend regular meetings with the senior management.
- Employees shall be remunerated at €144.26 per week (for 2023) which rate shall be adjusted with COLA for each consecutive year. This rate is inclusive and covers all expenses incurred by Administrators such as transport expenses and material expenses which may be incurred by the Centre Administrators from time to time.

The National Literacy Agency has zero tolerance policy towards any form of child abuse. Employment with the Agency is subject to the Protection of Minors Act (POMA) clearance.

The National Literacy Agency is committed to the active promotion of Equal Opportunities as an employer and in the provision of services to the community.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.