

Date: **January 2023**
Post Title: **Literacy Resource and Research Leader
(Enhancing Classroom Libraries Scheme and other book schemes)**
Agency: **National Literacy Agency (NLA)**
Responsible to: **Chief Executive Officer**

1. Introduction

1.1 The National Literacy Agency is inviting applications from suitably qualified people to perform duties as **Literacy Resource and Research Leader** for the Enhancing Classroom Libraries Scheme and other book schemes.

2. Eligibility Criteria

Applicants must fulfil the following eligibility criteria by the closing date:

- i. A recognised teaching degree at MQF Level 6 or higher in Primary Education or Maltese or English, or an MQF Level 6 degree or higher in Maltese and/or English, or knowledge and information management, or information and library studies, or related fields.
- ii. At least three years relevant work experience in:
 - a) Literacy initiatives and/or Parental Empowerment initiatives and/or
 - b) Librarianship/library management and/or
 - c) Provision of formal and non-formal education*
- iii. High standard of written and spoken Maltese and English (at least evidence of MQF Level 3, Grades 1-5, in both Maltese and English is required).
- iv. High competency in ICT applications, especially MS Office systems (in particular, Word, Access, Excel, and PowerPoint).

* Experience providing formal and non-formal education in supply grades (supply teacher/LSE/KE) will be recognised too.

3. Duties and Responsibilities

The duties and responsibilities of the selected candidate shall include:

- selecting high-appeal and quality books for children of different ages including those who have literacy difficulties and/or are reluctant readers;
- banding of books according to 'Aqra kemm Tiflaħ' banding system;
- creating reading running records for every book band;
- producing innovative educational resources promoting reading a positive and pleasant experience to children, class teachers, support assistant, parents and caregivers;
- identifying teaching and learning strategies, and other related matters supporting in-class literacy;
- developing resources deemed necessary which help classroom library management;
- carrying out information sessions with different stakeholders where the programme's aims, objectives are explained and implementation discussed;
- actively contribute towards book processing within the National Literacy Agency;
- promoting the vision, aims and objectives of the *National Literacy Strategy for All in Malta and Gozo*;

- promoting the objectives of the *Language Policy for the Early Years in Malta and Gozo* and of the *Language Policy for the Junior Years in Malta and Gozo*;
- being knowledgeable about a balanced approach to literacy instruction;
- developing a team-based approach to the development of literacy skills;
- through a team-based approach, contributing to the formulation of book gifting/distribution programmes according to the exigencies of the Agency;
- maintaining a collaborative working relationship with the relevant stakeholders to ensure that quality and timely services/initiatives are provided;
- keeping regular records, profiles and statistics as necessary;
- co-ordinating with other service providers and/or agencies to synergise services;
- working creatively and flexibly within schools and in the Agency's literacy programmes;
- preparing and submitting accurate and timely reports to relevant authorities under the direction of the CEO and/or his/her delegate;
- carrying out research initiatives according to the exigencies of the Agency, under the guidance of the Senior Manager of the relevant programme;
- contributing, as required, to teacher training initiatives, in-service courses and school professional development sessions;
- carrying out any other ancillary duties as assigned by the CEO and/or his/her delegate.

4. Terms and Conditions:

1. This is a full-time post, 40 hours per week spread out over a five or six-day period (Monday to Saturday) – see number 6 below for current exigencies.
2. The selected candidate will be engaged on a basis of an indefinite contract. This is subject to a probationary period of twelve (12) months.
3. The salary for the post of Literacy Resource & Research Leader is entry into the minimum of Salary Scale 9, NLA Grade F, starting at €24,494.79 per annum (in 2023), rising by annual increments of €447. After five (5) years satisfactory service in Salary Scale 9 progressing to Salary Scale 8. Employees shall furthermore progress to Salary Scale 7 after five (5) years satisfactory services in Salary Scale 8.
4. Literacy Resource and Research Leaders are required to work flexible hours, within a 40-hour week (annual average), according to the exigencies of the service:

Winter	1 st October to 15 th June	07:45 – 17:00
Summer	16 th June to 30 th September	08:00 – 14:00

5. Supervision Received

The post-holder shall be accountable to the Chief Executive Officer and/or his/her delegate and the Senior Manager of the relevant programme. The post-holder is expected to show initiative and demonstrate the ability to work without constant supervision.

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.