

## Kidz Design/Tfal Artisti

### Enhancing Literacy through Art and Design Resource Leader – Role Description

#### 1. Duties and Responsibilities

The duties and responsibilities of the selected candidates include:

- supporting the children's appreciation of art and design through stories and storybooks;
- planning, preparing, organising and delivering a varied range of creative art activities and programmes to promote literacy with children aged 7 to 10 years;
- setting up, managing and supervising the use of existing resources and equipment required for the activities;
- ensuring a safe environment for all participants during the creative art activities;
- reporting to the CEO or his/her delegate any incidents, accidents, or equipment failure or damage;
- ensuring the security of all areas utilised for the creative art activities through supervision and the locking up of areas and equipment where applicable;
- liaising with the Reading Animators and teachers in the preparation, organisation and delivery of all literacy and creative art activities;
- interacting with Reading Animators, teachers, pupils and school staff in a professional manner;
- liaising with SMTs and/or others about use of premises for the creative art activities and/or programmes;
- working in a team for the development of literacy skills;
- through a team-based approach, contributing to the formulation of creative art programmes and activities 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;
- producing bilingual (Maltese and/or English) educational resources such as presentations, teaching and learning aids and tool kits;
- contributing to literacy-rich environments in primary schools through the implementation of reading schemes/materials which support children at different levels of reading attainment;
- preparing and submitting accurate and timely reports to relevant authorities under the direction of the CEO and/or his/her delegate.

## **2. Eligibility Criteria**

- 2.1 At least 5 years experience in art and/or design\*. A relevant portfolio is to be presented as evidence.
- 2.2 SEC (Grades 1-5) or equivalent or higher in Maltese and English.
- 2.3 Competency in IT applications, especially Word and email.
- 2.4 Fluency in spoken Maltese and English.
- 2.5 A clean valid police conduct certificate.

\*Applicants with experience in art and/or design in education with children will be given preference. An accredited qualification in art and/or design will be considered an asset.

## **3. Terms and Conditions**

- The service is required for the period between 21<sup>st</sup> April 2023 and 30<sup>th</sup> June 2023.
- The service is on a contract for service basis of up to 10 hours of service per week, including preparation time.
- The service is remunerated at Euro 11.78 per hour, excluding VAT. For every hour of contact time, one hour preparation time will be awarded at the same rate of payment.
- Applicants must be available on Fridays during school hours for the duration of the contract.
- Applicants will be required to sit for an interview.

1<sup>st</sup> March 2023