

Date: **September 2022**
Post Title: **Literacy Resource and Research Leaders**
Agency: **National Literacy Agency (NLA)**
Responsible to: **Chief Executive Officer**

APPENDIX A - JOB DESCRIPTION

Indefinite Contract

Hours per week – Full Time - 40 hrs

Basic Salary (2022):	€ 23,355 (Scale 9)
Increments (if any)	€ 447

1. Job Description: The duties of the Literacy Resource and Research Leader include:

- performing the duties of a literacy resource leader which will include in-class literacy support and after-school literacy programmes with all stakeholders including pupils and caregivers;
- promoting the vision, aims and objectives of *A National Literacy Strategy for All in Malta and Gozo (2021-2030)* for the primary school years which can be accessed on: education.gov.mt/nla
- having an in-depth knowledge of the development of oracy, reading and writing;
- being knowledgeable about a balanced approach to literacy instruction;
- being knowledgeable about how to deal with children and adults who have literacy difficulties and/or are reluctant readers;
- developing a team-based approach to the development of literacy skills;
- through a team-based approach, contributing to differentiated teaching and evaluating literacy levels;
- through a team-based approach, contributing to the formulation of learning 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;
- monitoring progress regularly using the Core Competences checklists and/or other educational assessments or as otherwise indicated by the CEO and/or his/her delegate as a guide to scaffold literacy learning through a teaching and learning process that is developmentally appropriate to each and every student;
- contributing to literacy-rich environments in Primary Schools through the implementation of reading schemes/materials which support children at different levels of reading attainment;
- contributing to the formulation of School Action Plans for literacy development;
- co-ordinating with other service providers and/or agencies to synergise services;
- working effectively as part of the College Literacy Team;
- 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;
- producing bilingual (Maltese and/or English) educational resources such as presentations, teaching and learning aids and tool kits;
- carrying out research initiatives according to the exigencies of the Agency, under the guidance of the CEO and 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 during school hours and after-school hours as assigned by the CEO and/or his/her delegate.

2. Eligibility Criteria

By the closing date of applications, applicants must be in possession of:

2.1 A recognised degree at MQF Level 6 in Maltese and/or English, or in the Early Years, or a teaching degree at MQF Level 6 in Primary Education or Language Education.

2.2 At least three scholastic years relevant work experience in education, preferably as a teacher.

2.3 Applicants must show that they have knowledge and experience in the area of literacy. Preferably, they would be in possession of certification confirming training in literacy and/or language education and/or other areas related to the education of primary aged children.

2.4 ECDL certificate or a recognised appropriate comparable qualification.

2.5 Good command of the English and Maltese languages, evidence by at least SEC level (Grade 1-5).

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

3. Terms and Conditions:

- Indefinite contract;
- Probation period of twelve (12) months;
- Full-time post - 40 hours per week spread out over a five or six-day period (Monday to Saturday);
- The salary for the post of Literacy Resource & Research Leader is entry into the minimum of Salary Scale 9, NLA Grade F, starting at €23,355 per annum (in 2022), 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.
- Literacy Resource and Research Leaders are required to work flexible hours, within a 40-hour week, 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

4. 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 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.