

Post Title: Reading Animator (Grade J)
Agency: National Literacy Agency (NLA)
Responsible to: Chief Executive Officer

Job Description - Reading Animators

Indefinite Contract - Hours per week – Full Time – yearly average of 40 hrs (Time to include on premises time and preparation time)

Basic Salary:	NLA Grade J	€ 20,270.14 (Scale 12)
Increments:		€354
Annual Increase:		As per Official List
Entry into the minimum of Salary Scale 12 progressing to Salary Scale 11 after five (5) years satisfactory service. Employees shall furthermore progress to Salary Scale 10 after (5) years satisfactory service in Salary Scale 11. Animators who are in possession of and MQF Level 6 shall start at / progress to Salary Scale 9.		

Accountability

The post-holder shall be accountable to the CEO of the National Literacy Agency and/or his/her delegate.

Job Purpose

This is a full-time position and the selected candidate must have excellent customer services skills and an ability to perform duties effectively.

Duties and Responsibilities

1. Promote the vision, aims and objections of the *National Literacy Strategy for All in Malta and Gozo*.
2. Plan, prepare and deliver effective reading/storytelling sessions with the use of appropriate multi-sensory resources.
3. Deliver high-quality reading/storytelling sessions to targeted audience namely children, parents/caregivers, and educators.
4. Organise reading/storytelling sessions within schools, libraries and/or in partnership with other entities as part of a team-based approach.
5. Organise and develop the reading area to provide a learning environment which fosters enthusiasm for reading and books.
6. Produce bilingual (Maltese and English) educational resources such as resources, teaching and learning aids and tool kits.
7. Provide a positive model for parents/caregivers and empower them to carry out reading/ storytelling sessions with their children at home.
8. Maintain high standards of professional practice and behaviour.
9. Maintain a collaborative working relationship with all relevant stakeholders to ensure quality and timely services are provided.
10. Contribute to literacy-rich environments in schools, libraries and community organisations etc.
11. Promote the borrowing and reading of books from classroom, public and school libraries.
12. Work on own initiative and engage in teamwork.
13. Compile accurate and timely attendance, statistics and reports, as directed by the CEO and/or his/her delegate.
14. Assist with service evaluation as directed by the CEO and/or his/her delegate.
15. Contribute, as required, to training courses/seminars, staff training etc.
16. Increase awareness and support of the Agency's programmes and initiatives.
17. Work professionally within all schools in collaboration with the College Literacy Teams.
18. Coordinate with other service providers and/or agencies to synergise services as directed by the CEO and/or his/her delegate.

19. Participate in further continuous professional development.
20. Perform any other duties according to the exigencies of the Agency as directed by the Chief Executive Officer and/or his/her delegate.

Objectives

1. Support the development of early literacy and promote family literacy initiatives.
2. Promote the love for and enjoyment of books through high-quality reading/storytelling sessions.
3. Develop higher levels of multilingualism.
4. Ensure full language immersion in either Maltese or English during every reading/storytelling session.
5. Promote the programmes, initiatives and services offered by the National Literacy Agency.

Eligibility criteria

1. Two A-levels at MQF Level 4 or equivalent, preferably in Maltese and/or English, **or** MCAST Advanced Diploma in Children's Care, Learning and Development or BTEC National Diploma in Children's Care, Learning and Development or equivalent at MQF Level 4 or higher, **or** 4 years in the grade of Kindergarten Educator (KGE or KGE1 or KGE2) **or** supply teacher in a primary school; **AND**
2. O-levels in Maltese and English at MQF Level 3, SEC (Grades 1 – 5) or GCE Certificates (Grades A – C), or equivalent; **AND**
3. Proficiency in IT Office skills.

Preference will be given to candidates who have a degree at MQF6 or higher, particularly those with a teaching degree, BA in Theatre Studies, or BA in any language.

Terms and Conditions

1. This is a full-time post, 40 hours per week (annualised average), spread out over a five or six-day period (Monday to Saturday).
2. Reading Animators are required to work flexible hours, within a 40-hour week (annualised average), according to the exigencies of the service:
 - i. Winter 1st October to 15th June 07:45 – 17:00
 - ii. Summer 16th June to 30th September 07:30 – 13:30
3. The selected candidate will be engaged on a basis of an indefinite contract. This is subject to a probationary period of six (6) months for officers employed in Scale 12 and twelve (12) months for officers employed in Scale 9.
4. The remuneration attached to the position of Reading Animator is equivalent to Salary Scale 12, NLA Grade J, starting at €20,270.14 per annum, rising by annual increments of €354.
5. Reading Animators enter the minimum of Salary Scale 12 progressing to Salary Scale 11 after five (5) years satisfactory service. Employees shall furthermore progress to Salary Scale 10 after (5) years satisfactory service in Scale 11.
6. Reading Animators who are in possession of an MQF Level 6 shall start at/progress to Salary Scale 9.

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 requisite