

Job description of an Education Officer (EO – SIRS)

School Internal Review and Support (SIRS) Unit

As a Unit that focuses exclusively on the School Internal Review Process, SIRS aims at providing guidance and support to colleges and schools in relation to the teaching and learning process, the development and implementation of the curriculum and other educational policies and strategies, syllabi, pedagogical approaches, educational resources, assessment strategies and school leadership and management.

The qualities being sought for in this post are those of an experienced, competent and knowledgeable educator who is committed towards school improvement within the context of the National Curriculum Framework (NCF), the Learning Outcomes Framework (LOF) and the Framework for the Education Strategy for Malta 2014-2024.

The duties and responsibilities of the selected candidate shall be generally those assigned by the Head of Unit and shall include:

- Assisting colleges and schools in developing their capacity to become communities of reflexive practice, in line with SIRS vision;
- Networking with the Heads of College Network, the School Leadership Teams, the College-based Curriculum Education Officers and the Heads of Department in matters concerning the school internal review process (school self-evaluation) and school development planning;
- Supporting non-state schools in the school internal review process and school development planning, when and as requested;
- Assisting in the formulation and implementation of the College Development Plan;
- Assisting colleges and schools in identifying the research tools for self-evaluation, in prioritising the areas for improvement, in formulating action plans, and in analysing and evaluating data, as deemed necessary, to enhance students' performance in the Early, Junior, Middle and Secondary Cycles of education;
- Supporting in the adherence of the policies and provisions laid down in the Education Act, as well as other policies and provisions of the Ministry for Education (MFED);
- Helping colleges and schools in maintaining the quality and standards of educational leadership and management, teaching and learning, and school ethos;
- Contributing towards the adoption of a collaborative action research approach in relation to school peer review for educational improvement;
- Facilitating the sharing of best practices at all levels of the educational system;

- Contributing towards the organisation and provision of professional development;
- Participating in national and international conferences/workshops/meetings related to the school internal review process;
- Keeping abreast with recent educational developments;
- Deputising for the Head of Unit, when required;
- Any other duty compatible with the post of Education Officer as directed by the Director General (Educational Services);
- Any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.