

Subject: Call for Applications for the Post of Officer in Charge - ICT Summer Courses (Youth Guarantee ESF.01.002) for the estimated period June 2019 till October 2019

Date: 18th March 2019

1.0 Introduction

1.1 In the framework of the Youth Guarantee Project **ESF.01.002** - and in connection with **ICT training for the Summer of 2019**, Jobsplus invites applications from persons currently in the grade of Head of School and Assistant Head of School in the state and non-state sector to perform duties as an **Officer in Charge of the ICT Summer Courses**, for the period of maximum eight months from the date of signature.

2.0 Eligibility Criteria

2.1 By the closing time and date of this call for applications, applicants must be currently serving as:

- an Assistant Head of school with experience in this grade. (This current scholastic year 2018-2019, is reckonable as part of the required applicant's years of experience); OR
- a Head of School

3.0 Selection Criteria

3.1 Applicants are expected to provide a portfolio of proven relevant work experience in the following:

- Quality Assurance procedures related to teaching and learning;
- File keeping and record keeping;
- Working with students with learning difficulties;
- Supervising, monitoring and supporting teaching staff.

3.2 All eligible applicants will be assessed by a selection board to determine in rank order their suitability to perform these duties.



4.0 Duties and Responsibilities

- Informing students of the course aims, objectives, requirements and documentation needed.
- Mentoring and counselling students not only for course contents but also in a more personal approach.
- Mediating in any possible conflict between students in the classrooms.
- Following up the participants' attendance and keep contact with them and their families in the case of absenteeism.
- Maintaining continuous communication flow with students and parents.
- Ensuring order and discipline and promote healthy relationships between students, staff and parents.
- Supervising the academic and pedagogical quality of teaching and learning.
- Preparing timetables, assigning classrooms and grouping accordingly to the needs of the participants.
- Assigning responsibilities to teachers and LSAs.
- Motivating staff, students and parents.
- Supervising the teaching staff including LSAs, and providing feedback that could help to improve the pedagogical process in the classroom.
- Dealing and trying to solve the difficulties that could be encountered along the course.
- Update and provide feedback to the LSAs at the beginning and during the course, considering the participants' needs and learning difficulties.
- Recognizing discrepancies and develop solutions.
- Directing the planning, organization and coordination of the ICT classes and other related initiatives and activities throughout the summer months.
- Working in a number of centres in Malta and/or Gozo according to a scheduled timetable agreed upon with the Project Leader or Project Manager or his/her delegate.
- Performing all duties under this Agreement diligently and professionally and abiding strictly by the terms and conditions of this Agreement.

- Perform any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

5.0 Duration of assignment and conditions

5.1 A selected candidate will be obliged to serve up to a maximum of eight months from the date of signature.

5.2 A selected candidate will be expected to:

- Work a maximum of 450 hours over the same period provided that the threshold of 40 hours per week is not exceeded;
- Serve in both Malta and Gozo according to the exigencies of the service.

5.3 The selected applicant will be employed on a contract for Service basis and remuneration for this service will be at €12.00 gross for every hour of work.

6.0 Petitions relating to the result

6.1 An applicant who would like to object to the outcome of the selection process can do so within ten (10) working days from the date of the date of publication of results by submitting a petition in writing, addressed to the Youth Guarantee Project Leader.

7.0 Submission of applications

7.1 Application form

7.2 In addition to the portfolio of work to be submitted as per clause 3.1, applicants also need to submit the following documents:

- Cover letter
- CV
- Supporting certificates (Original certificates are to be invariably produced for verification at the interview).



7.3 Applications will be received in the first instance by the **Youth Guarantee Office Room 327**, Ministry for Education and Employment, Great Siege Road Floriana VLT 2000 or the Education Office, Fortunato Mizzi Street Victoria, Gozo by not later than **Friday 29th March 2019, 10:00 AM.**

7.4 (a) A receipt will be given at the time of delivery for applications delivered by hand.

(b) Applications **shall not be received by post.**

7.5 Late applications **will not** be considered.

7.6 Applicants in receipt of a notification to attend for the interview and who are no longer interested or cannot keep the interview should notify the Chairperson of the interviewing Board in writing.