CALL FOR APPLICATIONS FOR THE POST OF HEAD OF DEPARTMENT
FOR MALTESE IN CHURCH SECONDARY SCHOOLS

The Director for Educational Services within the Secretariat for Catholic Education invites teaching staff in Church Schools to apply for the post of Head of Department for Maltese, in the Secondary Sector in Malta and Gozo.

1. The appointment, which is subject to a probationary period of one year, is on a full-time basis and is subject to the rules and regulations of the Directorate for Educational Services of the Secretariat for Catholic Education.

2. All new appointees may be required to undergo an induction phase and any other relevant training which may be deemed necessary.

3. The salary for the post of Head of Department is €22,043.98 per annum rising by annual increments of €531.17 to a maximum of €25,231 (Salary Scale 7, 2016). A Head of Department shall also receive an all-inclusive allowance of €1,100 per annum.

4. Selected candidates will be expected to work with other professionals who form part of the multi-disciplinary team of the Directorate for Educational Services for Church Schools.

5. Heads of Department will be under the jurisdiction of the Secretariat for Catholic Education. They will be expected to work together with the School Educational Leadership to ensure high standards of teaching and learning practices and processes while being guided by their Service Manager.

6. Heads of Department in the secondary sector have a teaching load of 14 lessons per week (including replacements) provided that, in cases where the multiple of a specific subject exceeds 14 lessons in that subject, up to 2 additional lessons may be assigned. The Secretariat for Catholic Education will be responsible for the deployment of the appointed Head of Department.
7. During the hours that the Heads of Department are performing teaching duties in a particular school, they are to be considered as regular members of the teaching staff and as such, are accountable to the Head of that particular school.

8. Amongst other duties, a Head of Department is expected to:
   a. Perform the duties of a Teacher in the school assigned (vide Job Description for Teachers) and head a department for the particular subject;
   b. Actively assist the Head of School in ensuring the good professional practice, standards, and quality of the teaching and learning of the particular subject through proper dialogue with the class teachers and under the direction of the relative Service Manager while promoting a healthy process of reciprocal informal observation of class teaching practices;
   c. Advise and contribute effectively towards curriculum development at school and system level, according to the criteria set by the National Curriculum Framework, under the guidance of the respective Service Manager;
   d. Coordinate the teaching and learning of the particular subject for which one is responsible by supporting and encouraging the teachers, especially new teachers;
   e. Advise on the setting of examination papers, coordinate marking schemes and moderate examinations and assessment processes procedures at one’s school as well as in the schools one is assigned to;
   f. Mentoring (vide Job Description for Mentors) other teachers in the particular subject of their speciality;
   g. Advise on current and new textbooks and materials required for the effective teaching of the subject;
   h. Encourage the maintenance and upkeep of equipment related to the subject in schools;
   i. Make suggestions regarding budgets for the requirements of the subject in the schools she/he may be assigned to;
   j. Assist, where possible, in the organization of seminars and conferences in areas falling within her/his area of expertise;
   k. Contribute and coordinate the organisation of In-Service Courses in the subject during the In-Service training periods;
   l. Organise and coordinate periodic subject meetings;
   m. Any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Director for Educational Services.
9. A Head of Department will be assigned duties in more than one school. Selected candidates will be expected to use their own means of transport for their work. They will be entitled to the appropriate approved transport allowance.

10. The qualities being sought for in this post are those of capable persons, with knowledge, competences and drive to form part of a team within the Secretariat for Catholic Education with the aim of improving the educational system in all Church Schools.

11. Heads of Department shall be expected to undergo specialized education and training provided by the Secretariat for Catholic Education or by the Education Authorities. Selected candidates are obliged to ensure that throughout their employment period they remain conversant with current issues and practices related to their area of work, both nationally and internationally. For this purpose opportunities will be provided for ongoing professional development which will help to ensure that a professional standard of service will be maintained throughout.

12. By the closing time and date of the call for applications, applicants must be Teachers in possession of a Permanent Warrant and who:
   a) Have not less than ten (10) scholastic years teaching experience of which, at least the five (5) years immediately preceding the closing date of this call for application, must be in Church Schools (testimonial of employment from the respective Head(s) of school is to be attached); AND
   b) Have served for at least the last four (4) years teaching the subject/subjects/area for which they are applying.

Since this call for applications is intended to fill a vacancy for scholastic year 2016/2017 the current scholastic year (2015/2016), is reckonable as part of the required applicant’s years of service in the grade.

13. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) Act, (CAP. 413), even if they do not satisfy in full the eligibility requirements for this post provided they can carry out, in essence, the duties related to the post and subject to the concurrence and approval of the Secretariat for Catholic Education and the Directorate for Quality and Standards in Education.

14. Representations in terms of the previous clause should be attached to the application forms and supported with relevant documents which must also include documentary
evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and to state why reasoned considerations are merited. All correspondence is to be addressed to the Director for Educational Services, Secretariat for Catholic Education, 16 The Mall, Floriana FRN1472 and copied to NCPD.

15. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Applicants must provide transcripts of their qualifications. Diploma/Degree/Post-Graduate certificates must be accompanied by a transcript, in English, showing the grade obtained and the final classification.

16. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

17. (a) With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the Malta Qualifications Council, or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.

(b) Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the Director for Educational Services as soon as it is available and, in any case, by not later than one month from the closing date of the call for applications.

(c) Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the Malta Qualifications Council website (https://ncfhe.gov.mt/en/services/Pages/All%20Services/mqric_no_statement.aspx). In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC. In such a case the applicant shall be given one month to procure the statement.

18. Eligible applicants will be interviewed by a selection board to assess their suitability for the post.

19. The results will be published on the notice board of the Secretariat for Catholic Education within fifteen (15) working days of the interviews. A notification of the issue of the result will be sent to all interviewees.
20. A letter of Application in own handwriting, accompanied by a CV, will be received in the first instance by the Director for Educational Services by not later than noon of Monday 23rd May, 2016. Applications by post should be sent by registered mail to the address below, in sufficient time to ensure delivery by the above-mentioned closing date. All applications will be acknowledged by the Director for Educational Services for Church Schools.

Dr Rose Anne Cuschieri  
Director for Educational Services for Church Schools  
Call: HOD Maltese  
Secretariat for Educational Services  
16 The Mall  
Floriana FRN 1472