



CALL FOR APPLICATIONS POST OF ASSISTANT HEAD OUR LADY IMMACULATE SCHOOL

9th January 2018

1.0 General

The Head of School, Our Lady Immaculate School, invites applications from qualified, eligible educators with the requested qualifications and experience in a licensed church school for the post of Assistant Head with special focus on Middle and Secondary years at Our Lady Immaculate School.

The functions, roles and responsibilities of this post include the following:

2.0 Overall Purpose

Assisting and deputising for the Head of School in the efficient and effective management and control of the human, physical and financial resources of the school;

Offering professional leadership in the implementation and development of the vision and mission of Our Lady Immaculate School.

2.1 Main Responsibilities

- Assisting in managing the school or part of the school as may be determined by the head of school;
- Undertaking any professional duties delegated to him/her by the head of school;
- Offering professional leadership in the implementation and development of the National Curriculum Framework and other policies;
- Acquiring experience and knowledge as needed in the different levels, projects, initiatives and programmes of study offered by the school;
- In the absence of the head of school, undertaking the management and professional duties of the head of school as appropriate;
- Adopting and contributing towards the implementation of the school development plan;

- Providing professional support to teachers in the proper execution of their pedagogical duties, particularly by mentoring new teaching staff;
- Co-operating with the Head of the School and the school management team in the innovation, development, implementation and evaluation of the curriculum within the school taking into consideration curricula established by examining bodies;
- Taking charge of a class, as and when appropriate as directed by the Head of School;
- Encouraging and supporting participation in EU projects and other projects and initiatives in accordance with School Development Plan targets and as agreed with the Senior Management Team;
- Performing any other duties according to the exigencies of Our Lady Immaculate School as directed by the Head of School.

3.0 Eligibility

3.1 Eligibility by the closing time and date of the call of applications, applicants must:

a) (i) be citizens of Malta; OR (ii) be citizens of another European Union Member State;
OR

(iii) be citizens of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Director Citizenship and Expatriate Affairs, Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply);

OR

(iv) be the spouse and children, even if they are third country nationals, of any person mentioned at (i), (ii) and (iii) above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry of Foreign Affairs.

The appointment of candidates referred to at (ii), (iii) and (iv) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

b) have the ability to communicate orally and in writing in the Maltese and English languages;

c) The call is open to all Church Schools teachers in possession of a permanent warrant and who have not less than ten (10) years' teaching experience on the closing date of the call for applications, of which the last five (5) years must be in Church Schools.

d) Candidates need to have at least 4 years of experience in a licensed secondary school. Experience in the primary will be regarded as an asset.

4.0 Conditions

4.1 The salary for the post of Assistant Head of School in 2018 will be €23,430.96 (Scale 7) per annum rising by annual increments of €531.24 per annum to a maximum of €26618.04 and an allowance of €1100 per annum.

4.2 The appointment to the grade of Assistant Head of School, which is subject to a probationary period of one year, is on a full-time basis and is subject to the schools' rules and regulations.

4.3 In carrying out the duties and functions, an Assistant Head of School shall be expected to have or to develop the necessary knowledge, competencies and skills to be appropriately literate in and to be able to make effective use of Information and Communication Technology, according to the requirements of the post.

4.4 In carrying out the duties and functions, an Assistant Head of School shall be expected to be a team player.

5.0 Induction programme

5.1 An Assistant Head of School shall be supported, encouraged and guided by a process of induction during the period of probation and at any other time when deemed necessary. Active participation in the induction process shall be an integral condition of employment for an Assistant Head of School and such an induction programme may be held outside school hours and even during the school holidays.

6.0 Application procedure

6.1 Qualifications and experience claimed by the applicant must be supported by certificates and/or testimonials, copies of which should be attached to the application or sent separately to the Head of School. Scanned copies sent electronically are acceptable. Such scanned copies will need to be verified with the originals.

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

6.3 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.

A copy of such statement should be attached to the application and the original statement presented at the interview.

6.4 Applicants who are not in a possession of such statement may still apply, provided that they submit a copy of the statement to the Head of School by not later than eight (8) working days from the closing date of the call for applications.

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

6.6 The European Curriculum Vitae Format may be downloaded from the following website: <http://europass.cedefop.europa.eu>

A covering letter in the applicant's own handwriting should accompany the Curriculum Vitae.

6.7 Applications, together with a summary of qualifications and experience in the European Curriculum Vitae format as well as the names and contact numbers of three (3) referees will be received by:

The Head of School, Our Lady Immaculate School, Canon Bonnici Street, Hamrun, HMR 1072 by not later than noon (CET) of Wednesday 31st January 2018.

Scanned copies of covering letter and CV may also be sent electronically to vacancies@olis.edu.mt

A receipt will be sent to all applicants.

Applications by post should be sent via registered mail, whilst ensuring that delivery is made by the above deadline. These applications will be acknowledged in writing or via e-mail within 5 working days.

7.0 Selection Process

7.1 Eligible applicants will be assessed by a Selection Board.

7.2 Candidates will be given the result of the interview as a global mark.

7.3 Candidates will be entitled to a breakdown of their own personal result within seven working days of the publication of the result. The request needs to be in writing and

addressed to the Chairperson of the Interviewing Board.

7.4 Candidates are entitled to appeal the result of the interview. This appeal in writing providing a clear indication why they do not agree with the result should be addressed to the Delegate for Catholic Education, 16 The Mall, Floriana FRN 1472. Such an appeal should reach the Delegate for Catholic Education within ten (10) working days of the publishing of the result.

7.5 In case of an appeal, an Appeals Board shall be set up which is composed of a Chairperson appointed by agreement between the Secretariat for Catholic Education and the MUT and two other persons, one nominated by the Secretariat for Catholic Education and another nominated by the MUT.

7.6 The Appeals Board will review the selection process in order to ensure that the applicant has been treated in a fair, honest and just manner according to the set eligibility and assessment criteria. If this is not the case, a new interviewing board is appointed by the particular school and the process is repeated. The Appeals Board does not replace the proper role and functions of the interviewing board.

7.7 All applicants are to be informed that Our Lady Immaculate School adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process. It also adheres to the Maltese Ecclesiastical Province Statement of Policy and Procedures in Cases of Sexual Abuse published in November 2014.

January 2018