



**SACRED HEART COLLEGE**  
Sacred Heart Avenue, St. Julian's STJ 1432

**CALL FOR APPLICATIONS  
POST OF COLLEGE DIRECTOR  
SACRED HEART COLLEGE**

**Date: 30<sup>th</sup> November 2018**

The Board of Governors invites applications for the post of College Director, Sacred Heart College.

**Introduction**

The Board of Governors Sacred Heart College invites applications from a capable, experienced educational leader with a proven track record and a sound moral character for the position of College Director. The College Director shall be the senior most officer within the College and shall be accountable to the Board of Governors as regards to his/her performance and function. He/She is expected to have strong interpersonal and ICT skills and to uphold and support initiatives that promote the College ethos which seeks “to educate the whole person as a responsible member of society, confident of personal worth, actively living out Christ’s call to know and share His Love.”

**General**

The College Director shall be the official holder of the College license in representation of the Board of Governors (Chapter 327. Article 20 (6) and the controller of personal data (Chapter 440, Data Protection Act)

He/she is to ensure compliance with all civil laws and regulations, Secretariat for Catholic Education and Board of Governors policies.

The College Director shall also:

- Collaborate with the Heads of School and other entities in a manner that maximizes networking under the leadership of the Board of Governors and according to the direction and guidelines established by the Board of Governors, the Church School Secretariat and where relevant, the State Education Authorities;
- Support all initiatives designed to work closely with the Society of the Sacred Heart Network and endeavor to reach its goals and commitments;
- Be overall responsible for the upkeep of the College campus and for any works and projects therein;
- Propose to the Board of Governors, facilitate and be responsible for the organisation of after school and summer activities in such fields compatible with the role of the school and its environment;
- Be overall responsible for all clerical, maintenance and domestic staff;
- Establish procedures for safe storing and integrity of all public and confidential school records and be the guardian of the College archives;

- Enhance dialogue and a team culture among the Heads and school staff through cooperation, especially with regard to initiatives and problems relating to the College as a whole and maintain positive, cooperative and mutually supportive relationships with all staff and parents;
- Guarantee the promotion and dissemination of a culture of evaluation, including the implementation of a process of internal educational auditing and of a full participation in the external quality assurance processes;
- Keep the Board advised of employees who do not meet their contractual agreement.

### **Main Functions, Role and responsibilities**

The College Director shall:

- Work in very close collaboration with the Head of the Junior and Head of the Senior School and any other person responsible for providing a service, acting as the educational leader, responsible for managing the policies, regulations and procedures that ensure that all students are supervised in a safe Catholic learning environment that meets the approved curricula and mission of the school;
- Build and maintain an effective and open channel of communication between the Heads of school, with the Parent Teachers' Association, with the Finance Committee, with the Board of Governors, with other Church Schools, local community and other supportive external agencies;
- Preside over meetings with the Heads of Schools including such items on the agenda as proposed by the Heads of Schools;
- Co-ordinate the efficient and effective management of the human, physical and financial resources of the school;
- Participate in the meetings of the Board of Governors, the Finance Committee and any other meeting as directed by the Board of Governors;
- Promote and support high standards and expectations for all students and academic and ancillary staff for academic-performance and responsibility for behaviour;
- Endeavour to uphold discipline as a positive value, promoting the educational and social engagement of all within the schools of the College;
- Ensure adherence to Article 46 of the Instrument of Government of the College in matters dealing with the disciplinary procedures for students;
- Participate actively in the development, promotion, updating and review of policies/codes of behaviour, procedures, and activities for the College;
- Empower Heads to work towards educational excellence, effectiveness and growth;
- Facilitate discussion and analysis of common school administration and management issues and challenges in order to manage change effectively;

- Facilitate the organisation of extracurricular activities by the Heads and the Parent Teachers Association;
- Propose to the Board of Governors, facilitate and be responsible for the organisation of after school and summer activities in such fields compatible with the role of the school and its environment;
- Develop collegially a holistic community vision for all members of the academic and ancillary staff of the College;
- Ensure the implementation of quality assurance mechanisms that maintain high standards of teaching and learning in the school;
- Ensure the maintenance of an effective pastoral care system for students;
- Ensure the provision of a functional record keeping and filing system and the timely and correct submission of data and information requested by the regulatory bodies, by the Board of Governors and other authorized entities;
- In collaboration with the Heads of School and the Head of the maintenance section and the domestic staff supervisor, ensure the proper maintenance and servicing of the school building, facilities and equipment, as well as the cleanliness and the embellishment of the school environment;
- With the assistance of the heads of Schools and available human resources, ensure the compilation of an inventory according to prescribed regulations, as well as the efficient management of stores/apparatus, furniture and other material resources;
- Promote support and where applicable lead participation in EU projects and other projects in accordance with SDP targets;
- Attend required committee meetings and extra school sponsored functions and religious events;
- Guarantee that students entrusted to the schools within the College receive their educational entitlement according to their potential in a full, continuous and smooth process of education from an early age to the end of compulsory education in the perspective of lifelong learning and inspired by the highest Christian and human values;
- Coordinate research activity and create opportunities so that the Heads, teachers and other staff in schools may contribute to, exchange ideas and foster a positive attitude towards change;
- Ensure that a Spiritual Pastoral Ministry Programme that offers a solid faith formation and pastoral companionship to academic and ancillary staff, students and their families is regularly drawn up by the school Chaplain in collaboration with the Heads, and is implemented;
- Support the School chaplain in maintaining an atmosphere of piety, obedience and charity throughout the school and ensure that students and teachers and ancillary staff attend scheduled prayers and Mass;
- Ensure adherence to all safety regulations.

- Ensure the organisation of induction courses for new employees and of continuous professional development programmes for all school staff, including teachers, administrators, professional persons entrusted with support services;
- Encourage and foster early parental involvement in children's educational development, while providing staff with a clear direction, encouraging them to seek effective ways of enhancing parental involvement in students' educational development and curricular activities;
- Promote enhanced involvement of parents and guardians in the school community life;
- Encourage parents and guardians to increasingly become aware of their responsibilities towards their children's well-being and welfare and ensure that they strictly observe the school's rules and regulations, including those related to punctuality both at the beginning and at the end of the school day;
- Ensure a policy and strategy for the development of the College into a centre of lifelong learning and of cultural and sport activities for the students and the community;
- Assure an efficient customer care service and the implementation of an effective communication program;
- Promote and facilitate the organisation of common activities in such sectors like sports and physical education, culture, drama, music, arts and crafts, the environment, healthy lifestyles, creativity and entrepreneurship;
- Perform any other duties as requested by the Board of Governors and the Secretariat for Catholic Education;

## **Finance**

Under the direction and guidance of the Board of Governors and the Financial Committee and in full collaboration with the Heads of School and other entities:

- Ensure the effective management and control of funds according to established financial regulations and the recording of all transactions according to established practice;
- Organize, manage and control efficiently and effectively the physical resources of the school and endeavour to make use of these resources to optimize the raising of funds;
- Ensure the establishment and maintenance of an updated effective inventory system for all school supplies, materials and equipment;
- Contribute towards the preparation of a three year business plan as well as the annual estimates of the College;
- Ensure the supply of resources, services and facilities needed by those who are involved in teaching and learning, including libraries and specialised centres of resources, while facilitating, wherever it is deemed to be opportune, the common use of these resources, services and facilities.

## **Terms and Conditions**

The Salary for the post of College Director Sacred Heart College is €34,714 x €800 - €37,914 and annual cost of living increases, plus an annual bonus of up to 15% based on performance and the generation of additional net ancillary revenue.

The appointment, which is subject to a probationary period of one year, is on a full-time basis and for a definite contract of three years. Officers who serve credibly for more than four years will be entitled to an indefinite contract whilst retaining their regular performance agreement. The selected candidate is expected and shall keep normal office working hours, but shall work outside these hours as may be required by the College from time to time, to fulfill the exigencies of the role. This appointment is subject to the rules and regulations governing the Sacred Heart College and any directive issued by the Secretariat for Catholic Education.

The selected candidate may be required to attend courses, locally or abroad as may deem necessary.

## **Leave Entitlement**

The College Director shall be entitled to paid annual and sick leave as provided for from time to time by legislation. This leave shall be taken in accordance with the exigencies of work and with the prior approval of the Chairperson of the Board of Governors

The leave year is from the 1<sup>st</sup> January to the 31<sup>st</sup> of December of each year.

## **Eligibility Requirements**

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

- (i) citizens of Malta;
- (ii) be of good moral character and a practicing Catholic;
- (iii) proficient in the Maltese and English languages;
- (iv) in possession of a Teacher's Warrant;
  
- (v) (a) in possession of a recognised Teaching qualification at MQF level 6 (subject to a minimum of 240 ECTS/ECVET credits, or equivalent, including 16 ECTS/ECVET credits, or equivalent, in Teaching Practice, and 8 ECTS/ECVET credits, or equivalent, in school experience, with regard to programmes commencing as from October 2003);  
or  
(b) in possession of a recognised qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) together with a recognised Teaching qualification at MQF level 6 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, including 8 ECTS/ECVET credits, or equivalent, in Teaching Practice and 6 ECTS/ECVET credits, or equivalent, in school experience with regard to programmes commencing as from October 2008);
  
- (vi) be in possession of a recognised qualification at MQF level 7 in Educational Leadership or Educational Administration and Management (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008);
  
- (vii) have ten (10) years teaching experience of which two (2) years must be in a management position;

Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question by the closing time and date of the call for applications;

Due consideration will be given to applicants who, besides the requisites indicated have proven relevant work experience in educational management/administration in educational establishments and report-writing skills.

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application.

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

It is the responsibility of the applicants, in possession of qualifications awarded by foreign Universities/tertiary education institutions, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education and Culture or the designated authority, as applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement, issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for applications.

### **Application procedure**

Applications together with a summary of qualifications and experience in the European Curriculum Vitae format will be received by not later than **noon (Central European Time) of Monday 17 December 2018**

Applications may be sent by:

- Email, addressed to: **shcssvacancies@sacredheart.edu.mt**
- Post, addressed to the Chairperson Board of Governors at Sacred Heart College, Sacred Heart Avenue, St. Julian's STJ 1432
- Delivered by hand to the Head Senior School Sacred Heart College St. Julian's

Applications by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline. These applications will be acknowledged in writing.

### **Selection process**

Eligible applicants will be assessed by a Selection Board to determine their suitability for the post.



**Ms J. Pullicino**  
**Chairperson, Board of Governors**