



St. Albert the Great
College

03rd May, 2019

**CALL FOR APPLICATIONS - ST ALBERT THE GREAT COLLEGE
POST OF ASSISTANT HEAD
(WITH SPECIAL RESPONSIBILITY FOR THE EARLY SCHOOL)**

1. General

- 1.1 The Head, St Albert the Great College invites applications from qualified, motivated and eligible educators with the requested qualifications and experience in a Church school for the post of Assistant Head, St Albert the Great College.

2. Purpose and Duties

- 2.1 The overall duties and responsibilities of the selected candidate shall include the following:
- 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 sector and the College;
 - Offering professional leadership in the implementation and development of the vision of St Albert the Great College.
 - Offering professional leadership in the implementation and development of the National Curriculum Framework.
- 2.2 The main responsibilities of the selected candidate shall include the following:
- Assisting in managing the sector as may be determined by the Head of School;
 - Undertaking any professional duties which may be delegated to him/her by the Head of School;
 - In the absence of the Head of School, undertaking the management and professional duties of the Head of School as appropriate;

- Adopting and working towards the implementation of the College 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 School, the Senior Leadership Team in the implementation and evaluation of curriculum innovation and development within the College;
- Acquiring experience in the management of different levels of the school.
- Taking charge of a class as and when appropriate as directed by the Head of School;
- Encouraging participation in EU projects and other projects in accordance with School Development Plan targets and as agreed with the School Leadership Team;
- As part of the Senior Management team, the AHos will support the Head of School to ensure the smooth and effective opening of the scholastic year for education grades and for learners.
- Performing any other duties according to the exigencies of the College as directed by the Head of School or the Secretariat for Catholic Education.

2. Terms and Conditions

- 3.1 The Salary for the post of Assistant Head, is that of Salary Scale 6 which in 2019 is €25,799 per annum, rising by annual increments of €596.33 per annum to a maximum of €29,357.
- 3.2 The selected candidate shall receive an educators' grade allowance of €2,129 per annum and a Work Resources Allowance of €471 per annum. Both allowances increase yearly as per agreement.
- 3.3 The selected candidate may be required to attend courses and conferences, locally or abroad, as may be deemed necessary. The Assistant Head shall be supported, encouraged and guided by a process of induction during the period of probation and at any other time when superiors may deem necessary. Active participation in an induction process shall be an integral condition of employment for an Assistant Head and such an induction programme may be held outside school hours. The induction process generally spans the probation year.
- 3.4 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 governing from time to time the staff in Church Schools and St Albert the Great College.

- 3.5 In the carrying out the duties and functions, the Assistant Head shall be expected to have or to develop the necessary knowledge, competences and skills to be literate in and to be able to make effective use of Information and Communication Technology, according to the post.

4. Eligibility Requirements

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

- a) suitably qualified educators, employed in a Church School, who are in possession of a Permanent Teacher's Warrant and have not less than (10) scholastic years teaching experience, of which five years (5) must be in a Church School. Years of experience as Head of Department Curriculum shall be deemed reckonable as part of the required years of teaching experience for the purposes of eligibility as outlined in this clause.
- b) furthermore, as per the collective agreement signed by the Church Authorities and the Malta Union of Teachers (MUT) on the 7th August, 2018, the eligibility criteria mentioned above, will take into consideration all previous years of satisfactory service in the relevant grade and qualifications accrued by applicants. As such, service in higher or equivalent roles by the closing time and date of the call for applications, which may include roles not regulated by the same agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades.
- c) due consideration will be given to applicants in possession of MQF Level 7 qualifications in either one of the following areas: Educational Leadership/Management, SEBD, Inclusion, Mentoring, Curriculum and Counselling or comparable qualifications, as well as related experience especially in the primary sector.

Citizens of Malta; OR

- i. citizens of another European Union Member State; OR
- ii. 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
- iii. 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.

- iv. The appointment of candidates referred to at (i), (ii) and (iii) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.
 - v. Candidates must have the ability to communicate orally and in writing in the Maltese and English language.
- 4.2 St Albert the Great College 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 (2014).

5. Submission of Supporting Documentation

- 5.1 Applicants should note the requirement to produce a MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities.
- 5.2 Qualifications and/or experience claimed must be supported by certificates and / or testimonials, copies of which should be attached to the application. Diploma / Degree / Post-Graduate certificates or comparable qualifications must be accompanied by a transcript in English (Diploma/Certificate supplement), showing the qualification obtained and the final classification.
- 5.3 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

6. Selection Procedures

- 6.1 Eligible applicants will be interviewed by a selection board to assess their suitability for the post:
Assessment will be based on the following Criteria:
- Academic Qualifications
 - Related Professional Experience
 - Continuing Professional Development Curriculum Development, ICT, Inclusive Education
 - Personality, Communication
 - Leadership, Motivation
 - Sense of Commitment to St Albert the Great College Ethos
 - Vision for St Albert the Great College

- 6.2 Candidates will be given the result of the interview as a global mark. However they may request a breakdown of their own personal result within (7) seven working days of sending the result. The request needs to be in writing and addressed to the Chairperson of the interviewing Board, St Albert the Great College, 160, Old Bakery Street, Valletta.
- 6.3 Candidates are entitled to appeal the result of their interview. To do so they need to put in writing their appeal providing a clear indication why they do not agree with the result and address it 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 sending of the result.
- 6.4 In case of an appeal, an Appeals Board shall be set up. It will be 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.
- 6.5 The Appeals Board will review the selection process 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 school and the process is repeated. The Appeals Board does not replace the proper role and functions of the interviewing board.
- 6.6 Letters of application are to be submitted in the applicant's own handwriting. The European Curriculum Vitae Format, which should accompany the application may be downloaded from the following website: <http://europass.cedefop.europa.eu>

7. Submission of Applications

- 7.1 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) Monday, 20th May, 2019.
- 7.2 Applications can be sent by:
- email, addressed to **info@stalbert.edu.mt**
 - post, addressed to **The Head of School, St Albert the Great College, 160, Old Bakery Street, Valletta, VLT 1457.**
- 7.3 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 by the office of the Head of School within five (5) working days.