



**Saint Elias College**  
18, Misraħ Santa Venera  
Santa Venera SVR 1681

**30<sup>th</sup> April 2019**

**CALL FOR APPLICATIONS  
SAINT ELIAS COLLEGE  
POST OF ASSISTANT HEAD (SECONDARY SCHOOL)**

**1.0 General**

1.1 The Board of Directors, Saint Elias College, invites applications for the post of Assistant Head of School (Secondary) **from teachers in Church Schools** who have the necessary qualifications and experience.

**2.0 Terms and Conditions**

2.1 The Salary for the post of Assistant Head of School is that of State Salary Scale 6, which in 2019 is €25,799.00 per annum, rising by annual increments of €596.33 per annum to a maximum of €29,357.00.

2.2 An Assistant Head of School (Secondary) shall benefit in 2019 from an educators' grade allowance of €2,129 and a Work Resource allowance of €471. These allowances are subject to yearly increments as stipulated in the agreement between the Church Authorities and the Malta Union of Teachers signed on the 7<sup>th</sup> of August 2018.

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

2.4 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.

2.5 The selected candidate shall be supported, encouraged and guided by a process of induction during the probationary period.

2.6 An Assistant Head of School (AHoS) shall be expected to have or develop the necessary knowledge and skills to be able to make effective use of Information and Communication Technology.

### **3.0 Purpose and Duties**

3.1 The core responsibility of the AHoS is to assist and deputise for the Head of School (HoS) in pursuance of his/her role as the school's Educational and Operational Leader by undertaking such professional and administrative duties as are delegated by the HoS. As part of the Senior Management Team, led by the HoS, the AHoS is also responsible for promoting the school ethos, fostering a climate of genuine collegiality amongst community members, setting the pace through active engagement in the development of a Community of Professional Educators, including through School Development Planning.

3.2 The AHoS is expected to:

- (i) lead and manage the school in its day-to-day operations in the absence of, or in support to, the Head of School, assist in the school's curriculum by organising and coordinating all activities related to curriculum planning, delivery, assessment and development at school level, contributing when given the opportunity at national level;
- (ii) assume responsibility for ensuring educational and personal entitlement of all learners;
- (iii) lead and coordinate all initiatives related to meeting the needs of individual learners, including children with a statement of needs and those related to Individual Educational Programmes guaranteeing access to learning and assessment, supported by the presence of the HoD (Inclusion);
- (iii) develop and maintain an emotionally, psychologically and physically safe, as well as an orderly school environment, through a creative and cognitively stimulating climate that is conducive to learning;
- (v) collaboratively create and nurture a Community of Professional Educators, leading by example through active participation;
- (vi) coordinate mentoring duties of Newly Qualified/Recruited Educators and others experiencing challenges;

(vii) deputise for the Head of School taking full responsibilities attributed to such role in cases of long term paid and/or unpaid leave, including sick leave or in emergency situations, as may be required.

(viii) 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.

3.3 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 school;
- offering professional leadership in the implementation and development of the National Curriculum Framework.

3.4 The main responsibilities of the selected candidate shall include the following:

- assisting in managing the school or sections of the school 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, undertake the management and professional duties of the Head of School.
- adopting and working 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 School in the implementation and evaluation of curriculum innovation and development within the school;
- acquiring experience in the management of different levels of the school.
- in cases of emergency, taking charge of a class;
- encouraging participation in EU projects and other projects in accordance with SDP targets and as agreed with the School Management Team;

- performing any other duties according to the exigencies of the school as directed by the Head of School, the Board of Directors or the Secretariat for Catholic Education.

#### 4.0. Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be Teacher in Church Schools:

- (a) in possession of a Teachers Warrant; and
- (b) who have not less than ten (10) scholastic years' teaching experience, five (5) years of which 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;
- (c) 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.
- (d) 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 qualification as identified by Management from time to time,
- (e) due consideration will be given for experience in teaching in a Secondary School;

4.2 Qualifications at a higher level than that specified above will be accepted for eligibility purpose, 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, or successfully completed the necessary ECTS/ECVT credits, or equivalent, taken as part of a higher recognized MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.4 The Saint Elias 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.

## **5.0 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. Scanned copies sent electronically are acceptable.

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

## **6.0 Selection Procedures**

6.1 Eligible applicants will be assessed by a Selection Board through an interview.

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

6.3 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.

6.4 Candidates are entitled to appeal within ten working days of the publishing of the result. 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.

6.4 The Appeals Board will review the selection process in order to ensure that the applicant has been treated in a fair and 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.

## **7.0 Submission of Applications**

7.1 Applications together with a covering letter and a summary of qualifications and experience in the European Curriculum Vitae Format will be received by not later than **noon** (Central European Time) **of Friday 17<sup>th</sup> May 2019**.

7.2 Applications can be sent by:

- Email, addressed to [info@steliascollege.edu.mt](mailto:info@steliascollege.edu.mt);
- Post, addressed to the Head of School;
- Delivered by hand to the Head of School - Saint Elias College.

7.2 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.