



8th March 2020

MATER BONI CONSILII ST JOSEPH SCHOOL PAOLA

CALL FOR THE POST OF ASSISTANT HEAD

(Junior and Middle School Section)

Please note that those nomenclatures importing the male gender include also the female gender.

1.0 General

1.1 The St Joseph School Administration invites applications from eligible, outstanding educators with the requested qualifications and experience for the post of Assistant Head in the Junior Middle Section.

2.0 Terms and Conditions

2.1 The salary for the post of Assistant Head, which is subject to a probationary period of one year, is that of Salary Scale 6, which in 2020 will be €26,543 per annum rising by annual increments of €596.33 per annum to a maximum of €30,120.98.

2.2 The selected candidate shall receive a **grade** allowance of €2,784 a work resources allowance of €616 per annum to cover extra duties, extra attendances, including all duties connected with school councils as stipulated in the agreement between the Church Authorities and the MUT signed on the 7th August 2018.

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



3.0 Overall Duties and Responsibilities

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

3.2 The main responsibilities of the selected candidate include:

- assisting in managing the school or such part 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;
- adopting and working towards the implementation of the school development plan (SDP);
- 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 Junior Leadership Team.
- as part of the Senior Leadership Team, the Assistant Heads will support the Head of School to ensure the smooth and effective opening of the scholastic year for education grades and for learners.
- Perform any other duties according to the exigencies of the school as directed by the Headmaster.



4.0 Eligibility requirements

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

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

The appointment of candidates referred to at (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.

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

4.2 By the closing time and date of this call for applications, applicants must be Teachers in possession of a Permanent Teacher's Warrant who have not less than ten (10) scholastic years teaching experience of which five (5) must be in a Church Schools. Experience in teaching at Primary and Secondary School level will be recognized. 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.

4.3 Original certificates and testimonials are to be invariably produced for verification at the interview.



5.0 Submission of supporting documentation

5.1 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC*, or other designated authorities, as applicable, as per provisions applicable to this call for applications.

**Malta Qualification Recognition Information Centre (MQRIC) – www.ncfhe.org.mt*

(Certified qualifications by NCFHE recognised universities do not need the statement mentioned above)

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 (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification. Scanned copies sent electronically are acceptable. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

6.0 Selection procedure

6.1 Eligible applicants will be assessed by a Selection Board.

6.2 Applicants will be entitled to a breakdown of their own personal result.

6.3 The 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 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.

6.5 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.

6.6 The St Joseph 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.

7.0 Submission of applications

7.1 Interested applicants are required to send a covering letter stating their intent, supported by the necessary documentation and the name of two referees. The application should include a detailed Curriculum Vitae (Europass CV), and where applicable a Service and Leave record form (GP 47). These documents are to reach me, Sr Riches Grech, by not later than noon (Central European Time) **of Friday 27th March 2020.**

7.1.1 Applications by post should be sent by registered mail, on the school address:

Sr Riches Grech
Sisters of St Joseph
St Peter Street
Sliema SLM 1531

allowing sufficient time to ensure delivery by the above deadline. These applications will be acknowledged in writing.

7.1.2 Softcopies of the the above mentioned documentation are also accepted in electronic format, which are to be sent via email to **riches.grech@gmail.com** A confirmation email will be sent in reply.

7.2 Applications delivered by hand will be acknowledged in writing.