CALL FOR APPLICATIONS FOR THE POST OF HEAD OF DEPARTMENT
(CURRICULUM) - LITERACY IN CHURCH PRIMARY SCHOOLS

The Secretariat for Catholic Education would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. The Secretariat for Catholic Education 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.

1.0 General

1.1 The Director for Curriculum and Standards within the Secretariat for Catholic Education invites applications for the post of Head of Department (Curriculum) – Literacy.

2.0 Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 The salary for the post of Head of Department is Salary Scale 6, which in 2020 is €26,543 per annum rising by annual increments of €596.33 up to a maximum of €30,120.98 (salary scale 6, 2020).

2.3 A Head of Department shall benefit from the educator’s class allowance of €2,784 per annum and an annual work resources fund of €616.

3.0 Duties

3.1 A Head of Department is responsible to generally coordinate and support the development of the specific area with which s/he is entrusted, across a number of Church schools, contributing as may be required, in coordination of, and initiatives related to, the same field under the direction of the Secretariat for Catholic Education. The Head of Department is expected to collaborate with other
educators who may be supporting this endeavor within or beyond the classroom, under the pertinent leadership at the respective level, also by engaging in the development of a Community of Professional Educators, including through School Development Planning.

The duties of a Head of Department (Curriculum) include:

(a) fulfilling the obligations of a teacher with all its related expectations, but within the agreed adjusted parameters, and to additionally serve as the curricular leader at Church schools’ level, under the direction of the Head of School at school level, whilst following direction from the designated authority, typically through the Service Manager for Literacy and Numeracy;

(b) actively assisting the Head of School in ensuring the good professional practice, standards, and quality of the teaching and learning of literacy through proper dialogue with the class teachers and under the direction of the Service Manager for Literacy and Numeracy while promoting a healthy process of reciprocal informal observation of class teaching practices;

(c) support schools in the development of literacy skills in the primary and secondary under the direction and guidance of the Service Manager for Literacy and Numeracy;

(d) coordinating the learning and teaching of literacy for which one is responsible;

(e) mentoring other teachers in the subject area of their specialty;

(f) supporting the Secretariat for Catholic Education in development of Guidelines for the promotion of literacy skills in the primary and ensure its dissemination in schools;

(g) participating in the development of policies that encourage teaching Literacy particularly in the primary and possibly including secondary schools within Church Schools in collaboration with the Senior Management Teams (SMT), school staff, students and parents, under the guidance of the Service Manager for Literacy and Numeracy;

(h) ensuring the effective implementation and monitoring of projects and related actions so as to guarantee the highest standards of individual pupil achievement and progression throughout compulsory schooling;

(i) working towards the inclusion and development of actions and teaching strategies that promote literacy skills in the school development plan and their eventual implementation;

(j) developing resources as advised by the Service Manager for Literacy and Numeracy and/or the Heads of Schools;

(k) delivering lessons and coordinating curriculum time in different schools as advised by the Service Manager for Literacy and Numeracy;

(l) meeting regularly with the HODs of other subjects as required;
(m) carrying out item analysis exercises and recommending actions to be taken in order to improve the literacy standards;

(n) coordinating and supporting professional development opportunities for colleagues and Professional Development sessions and other Continuous Professional Development opportunities;

(o) giving curricular support through being beacons of good practice in schools in showcasing, disseminating and celebrating good practices;

(p) enhancing the teaching and learning process across schools by supporting, guiding, setting targets and acting as critical friends;

(q) performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Director for Curriculum and Standards;

(r) performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Delegate for Catholic Education.

3.2 The Head of Department may be invited to engage with the Church schools’ SMT on matters related to their expertise and upon invitation by the SMT.

3.3 Parties agree that the support to other colleagues through transfer and knowledge sharing constitutes an intrinsic part of the responsibilities of a Head of Department; and shall hence endeavor to facilitate acquisition of skills necessary from time to time on mutually agreed parameters.

3.4 Selected candidates are obliged to ensure that throughout their employment period they remain conversant with current issues and practices related to their area of work, both nationally and internationally. For this purpose, opportunities will be provided for ongoing professional development which will help to ensure that a professional standard of service will be maintained throughout.

3.5 Selected candidates will be expected to use their own means of transport for their work. They will be entitled to the appropriate approved transport allowance.

4.0 Eligibility Requirements

4.1 By the closing time and date of the call for applications, applicants must be Church Schools' employees who:

   (i) are confirmed in their current grade of Teacher and in possession of a Permanent Teachers Warrant; AND
(ii) (a) have not less than ten (10) scholastic years teaching experience, three (3) years of which would preferably be in a Church school; **AND**

(b) have served at least four (4) years out of the ten (10) scholastic years of teaching experience teaching the subject/area/s or level applied for.

*Experience and knowledge in supporting struggling students and teaching literacy in the early years will be considered an asset.*

(iii) Since this call for application is intended to fill a vacancy for scholastic year 2020/2021, the current scholastic year (2019/2020) is reckonable as part of the required applicant’s years of service in the grade.

In cases where no candidate is selected after two (2) consecutive calls, eligibility shall be open to candidates who meet all other criteria but may not fully satisfy the years of experience established in 4.1 (ii) (a) and (b) above.

4.2 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, or successfully completed the necessary ECTS/ECVET credit, or equivalent, taken as part of a recognised MQF level programme of study, as required in the afore-mentioned eligibility criteria or higher, 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 and 4.2 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.4 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable.

5.0 Submission of Supporting Documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application.
5.2 Original certificates and/or testimonials are to be invariably produced for verification when required.

6.0 Selection Procedure

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

6.2 Interviews will be conducted online. Further details will be given to all eligible candidates.

6.3 Candidates will be sent the result of the interview as a global mark and their rank order within fifteen (15) working days of the interviews.

6.4 Selection will be made according to the result list which will be valid for one year.

7.0 Submission of Applications

7.1 A letter of application in own handwriting, accompanied by a CV, will be received in the first instance by the Director for Curriculum and Standards by not later than noon of Monday, 8 June, 2020.

7.2 Applications should be sent by email to laila.sekkaki@maltadiocese.org by the above-mentioned closing date. Applications by post or by hand will not be accepted.

7.3 All applications will be acknowledged by email within five (5) days of the closing date. If no acknowledgment is received within five (5) days, call +356 79464757 to make arrangements on how to send the application.

Mr Ian Mifsud
Director for Curriculum and Standards