CALL FOR APPLICATIONS FOR
THE POST OF HEAD ST FRANCIS PRIMARY SCHOOL B’KARA

St Francis School Birkirkara would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. St Francis School Birkirkara 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.

Sr Claudia Zammit, Mother Provincial, invites applications for the post of Head of School.

1. Terms and Conditions

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

1.2 The salary for the post of Head of School is Salary Scale 5, which in 2020 is €28,326.00 per annum, rising by annual increments of €640.67 up to a maximum of €32,170.02.

1.3 A Head of School shall benefit from a class allowance, which in 2020 is €4,633 per annum and a work resource fund, which in 2020 is €638 per annum. These allowances are subject to yearly increments as stipulated in the agreement between the Church Authorities and the Malta Union of Teachers (MUT) on the 7th August 2018. A Head of School shall also benefit from an allowance based on the school population at the beginning of the scholastic year.

2. Duties and Responsibilities

2.1 The core responsibility of the Head of School is to serve as the Educational and Operational Leader of the school’s community, with the ultimate aim of ensuring a high quality and equitable educational provision that meets the diverse needs of all learners. The Head of School is also responsible to nurture the school ethos, acting as its prime promoter. Together with the other members of the Senior Management Team, the Head of School is also responsible to foster a climate of genuine collegiality amongst community members, setting the pace through purposeful leadership and active nurturing of a Community of Professional Educators, including through focused leadership in School Development Planning.

The core role of the Head of School is to:

(a) promote and pursue the mission of the school in providing an equitable, high quality holistic education for all learners, raising and maximising both the individual and collective level of attainment whilst narrowing gaps that may persist;

(b) provide strategic leadership and direction to staff and the rest of the school community, as well as the overall day-to-day management of the school;
(c) assume a leading role in organising and coordinating all activities related to curriculum development and delivery;

(d) develop and maintain an orderly, though creative and cognitively stimulating learning environment which is emotionally, psychologically and physically safe;

(e) promote and ensure compliance to national and ecclesiastical policies and/or documents, which include: the Respect for All Framework (2014), and On Cases of Sexual Abuse In Pastoral Activity; Statement of Policy and Procedures in Cases of Sexual abuse (2014);

(f) collaboratively create and nurture a Community of Professional Educators, leading by example through active participation;

(g) lead educational development particularly at the local level, whilst generally contributing at the national level also by serving as a catalyst for positive change;

(h) take responsibility for all necessary measures required in endeavouring to meet the school’s staff complement.

2.2 The overall purpose of the post of Head of School is also:

(a) to provide professional leadership and to ensure the implementation and the development of the National Curriculum Framework;

(b) to secure whole-school commitment to the curricular philosophy, values and objectives through the effective school team building, communication and collaborative approach to decision-making;

(c) to promote and further the holistic education of each student in the school;

(d) to organise, manage and control efficiently and effectively the human, physical and financial resources of the school;

(e) to participate in meetings for Heads of Schools organized by the Secretariat for Catholic Education and the Church School Association and to collaborate with other Heads of School in a manner that maximizes networking according to guidelines established by the Secretariat for Catholic Education and/or other competent authorities;

(f) to participate in the design, formulation and implementation of projects that tap EU funding and establish partnerships with other schools in Europe.

(g) to carry out any other duties as directed by Mother Provincial.

2.3 The main duties of the post of Head of School are:

(a) to formulate, in a collaborative manner with the school team, the school aims, objectives and policies in conformity with the Education Act and related legal notices and the directives and regulations of the Educational Authorities and to lead the school team accordingly;
(b) to facilitate a participatory team building and collegial process leading to the formulation and on-going review of the School Development Plan;

(c) to build and maintain an effective and open channel of communication within the school community, with other Church Schools, with the Secretariat for Catholic Education, with officials of the Directorate for Quality and Standards in Education (DQSE) and the Directorate for Educational Services (DES), the local community and other external agencies;

(d) to direct the planning, organisation and co-ordination of curricular and other related initiatives and activities throughout the year and performing duties in accordance with current legislation;

(e) to keep abreast with on-going professional development in educational and administrative leadership and management and nurture the role of mentors;

(f) to ensure order and discipline, help to pre-empt and resolve conflicts, and promote healthy relationships between students, staff and parents/guardians;

(g) to ensure the timely implementation of established disciplinary procedures;

(h) to ensure that network participants can communicate in an informal but well-structured manner;

(i) to ensure that all policies are being carried out effectively;

(j) to ensure the maintenance of an effective pastoral care system for students;

(k) to ensure that members of the Senior Management Team are regularly assigned focus areas for the better implementation of the school policies and development plan;

(l) to supervise the academic and pedagogical quality of teaching and learning;

(m) to perform any other duties as deemed appropriate by Mother Provincial.

**Curriculum Development**

(a) together with the Senior Management Team and teachers and in consultation with the relevant personnel within the Secretariat for Catholic Education, the DQSE and DES as appropriate, to determine strategies for the effective implementation of the National Curriculum Framework, such as teaching and learning strategies, the use of educational resources and services, the selection of textbooks, among others;

(b) to implement quality assurance mechanisms that maintain high standards of teaching and learning in the school;

(c) to promote the enrichment of the curriculum through activities organised within and outside school;

(d) to ensure that the curriculum includes holistic learning activities that take into account the diverse talents and learning modes, abilities and potential of all students in the
school, and into the resources of the local community as well as those of national, European and international organisations;

(e) to motivate and support all categories of staff with the objective of pursuing lifelong learning opportunities, including career development and progression.

**Student Matters**

(a) to facilitate the provision of effective psycho-social services and the effective delivery of pastoral care services for students;

(b) to follow the criteria set by the Secretariat for Catholic Education in respect of the enrolment of new students;

(c) to follow the policy and procedures set by the Secretariat for Catholic Education for students requiring specialized services;

(d) to develop and sustain procedures to facilitate the transition of students coming into the school as well as those proceeding from primary to secondary education and leaving school;

(e) to implement an effective referral policy and procedures for students requiring specialised services;

(f) to promote an inclusive school policy;

(g) to facilitate and nurture a safe school environment;

(h) to promote an effective student participation policy.

**Teaching Personnel**

(a) to nurture the development and maintenance of the professional school team leading to active participation in decision-making, and take timely follow-up action and facilitate school self-evaluation exercises;

(b) to expose the Assistant Heads to the various roles and tasks of leadership; directing the induction of new staff and motivating, supporting, developing, monitoring, acting as mentor, and appraising professional and non-professional staff;

(c) to guide management processes, including Performance Management Programmes, to ensure academic and pedagogical quality assurance and standards of teaching and learning;

(d) to manage and mentor other personnel attached to the school on a permanent or temporary basis in order to ensure a high level of motivation and of quality service;

(e) to ensure that the gender perspective is integrated in school programmes and initiatives.
**Home-School-Community Links**
(a) to create and promote links with the local community and its organisations;

(b) to 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;

(c) to encourage parents/guardians to engage in lifelong learning opportunities leading to personal development whilst promoting enhanced involvement in the school community life;

(d) to encourage parents 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.

**Administration**
(a) together with the Assistant Head/s to carry out the annual school classification exercise and ensure the preparation of timetables, assigning of classes, subjects and responsibilities to teachers;

(b) to ensure that the duty of providing cover for absent teachers is shared equitably among all teachers in the school;

(c) to ensure the compilation and upkeep of school statistics, as well as student and staff records;

(d) to ensure the provision of a functional record keeping and filing system which allows for easy retrieval, and the timely and correct submission of data and information requested by the regulatory bodies, Mother Provincial, the Secretariat for Catholic Education and other authorized entities;

(e) to 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;

(f) to take part in EU projects and other projects in accordance with SDP targets;

(g) to ensure the timely requisition of utilities and textbooks;

(h) to provide necessary information to ensure adequate school transport;

(i) to annually supply the NSSIS Document to the DQSE, and to present this, together with any other necessary document/s to the Secretariat for Catholic Education;

(j) To present on request, written reports to Mother Provincial.

**Finance**
(a) with the assistance of competent School officials, to prepare the capital and recurrent school budget estimates within the parameters and priorities set by Mother Provincial,
(b) under the direction and guidance of Mother Provincial to ensure the effective management and control of funds according to established financial regulations and the recording of all transactions according to established practice.

2.4 In the carrying out of his/her duties and functions, a Head of School shall be expected to develop the necessary knowledge, competences and skills to be able to make effective use of Information and Communication Technology.

2.5 A Head of School shall be supported, encouraged and guided by a process of induction and mentoring during the period of probation and at any other time when superiors may deem necessary. Participation in an induction process shall be an integral condition of employment for a Head of School and such an induction programme may be held outside school hours. The induction process generally spans the probation year.

3. Eligibility requirements

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

(i) (a) be citizens of Malta, OR

(b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; OR

(c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; OR

(d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); OR

(e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations; 2006” or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”.

The advice of the Citizenship and Expatriates Department should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.
(ii) be able to communicate in the Maltese and English Languages;

(iii) (a) have not less than ten (10) scholastic years teaching experience in addition to four (4) scholastic years’ service in the grade of Assistant Head of School, Head of Department Curriculum or School Counsellor in a licensed school, and

(b) are in possession of a full qualification at MQF Level 7 as defined in the National Referencing Report in Educational Leadership and Management (for example the Post Graduate Diploma or Master in Educational Leadership) or a comparable qualification, as determined by the competent authorities or may provide authenticated evidence of successful completion of such programme and awaiting graduation;

Moreover the respective eligibility criteria will also take into consideration all previous years of satisfactory service in the relevant grades and qualifications accrued by applicants. Service in higher or equivalent roles at the time of application, which may include roles not regulated by this agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades regulated by this agreement.

3.2 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 by the closing time and date of the call for applications.

3.3 Applicants must be of good moral character and must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application.

3.4 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from the Malta Qualifications and Recognition Information Centre (MQRIC), or other designated authorities, as applicable.

3.5 Since the closing date of this call for applications falls during the second part of the third term, this current scholastic year is reckonable as part of the required applicant’s years of experience.

4. Submission of Supporting Documentation

4.1 Qualifications and 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.
4.2 As part of the CV, applicants must provide the Accreditation Letter issued by the Accreditation Unit of the Directorate for Quality and Standards in Education, confirming eligibility for the post. Prospective candidates can apply online on: https://edumalta.gov.mt/en/accreditation-application-form.

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

5. Selection Procedure

5.1 Eligible applicants will be interviewed by a selection board to assess their suitability for the post. Interviews will be conducted online. Further details will be given to all eligible candidates.

5.2 The results will be sent by email within fifteen (15) working days of the interviews.

5.3 The 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 seven (7) working days of sending the result. The request needs to be in writing and addressed to the Chairperson of the interviewing board at St Francis School Birkirkara.

5.4 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. Such an appeal should reach the Delegate for Catholic Education within ten (10) working days of the sending of the result.

5.5 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.

5.6 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 St Francis School Birkirkara and the process is repeated. The Appeals Board does not replace the proper role and functions of the interviewing board.

6. Submission of Applications

6.1 A letter of application, accompanied by a CV, will be received in the first instance by Mother Provincial, by not later than Monday 25th May, 2020. Applications should be sent to stfrbkara@gmail.com. All applications will be acknowledged by email by Mother Provincial within two days of the closing. Late applications shall not be considered.

Mother Provincial
Sr Claudia Zammit
St Francis School,
16, Mnajjar Street,
Birkirkara BKR 2163