



25 March 2021.

## POST OF ASSISTANT HEAD FOR SAINT ALOYSIUS COLLEGE SIXTH FORM

**1.0** The Rector, Saint Aloysius College, invites applications from qualified, eligible educators with the requested qualifications and experience in a licensed school for the post of Assistant Head of Saint Aloysius College Sixth Form.

The assistant head of school is appointed by the College Board and is accountable to the head of school and to the College Rector.

**2.0** The functions, roles and responsibilities of this post include the following:

### **2.1 Overall Purpose**

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 vision of St Aloysius College and the mission of the Sixth Form.

### **2.2 Main Responsibilities**

- Assisting in managing the school or part of the school as may be determined by the head of school;
- Undertaking any professional duties 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 contributing 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 Rector, the head of school and the school management team in the innovation, development, implementation and



evaluation of the curriculum within the school taking into consideration curricula established by examining bodies;

- Taking charge of a class as and when appropriate as directed by the head of school;
- Providing quality pastoral care to all students;
- Encouraging and supporting participation in EU projects and other projects and initiatives in accordance with School Development Plan targets and as agreed with the Senior Management 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 St Aloysius College as directed by the head of school or the Rector.

### 3.0 Eligibility by the closing time and date of the call of applications.

#### Applicants must:

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

(iv) 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), (iii) and (iv) 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;



- 3.1** This call is open to all Church Schools teachers in possession of a permanent warrant and who have not less than ten (10) scholastic years teaching experience on the closing date of the call for applications, five (5) years of which would 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.

Furthermore, as per collective agreement signed by the Church Authorities and the Malta Union of Teachers (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.

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 directly related experience in the Secondary sector or Sixth Form.

#### **4.0 Conditions**

- 4.1** The salary for the post of assistant head of Secondary School is that on salary scale 6 which in 2021 is €27,327 per annum, rising by annual increments of €596.33 per annum to a maximum of €30,904.98. The selected candidate shall receive an educators' grade allowance of €3,275 per annum and a Work Resources Allowance of €725 per annum (both allowances increasing yearly as per agreement).
- 4.2** The appointment to the grade of assistant head of school, which is subject to a probationary period of one year, is on a full-time basis and is subject to the College rules and regulations.
- 4.3** In carrying out the duties and functions, an assistant head of school shall be expected to have or to develop the necessary knowledge, competences and skills to be appropriately literate in and to be able to make effective use of



Information and Communication Technology, according to the requirements of the post.

## 5.0 Induction programme

5.1 An assistant head of school 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 of school and such an induction programme may be held outside school hours. The induction process generally spans the probation year.

## 6.0 Application procedure

6.1 Qualifications and experience claimed by the applicant must be supported by certificates and/or testimonials, copies of which should be attached to the application or sent separately to the Rector. Scanned copies sent electronically are acceptable.

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

6.3 With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the Malta Qualifications Council, or by any other designated authority, as applicable.

A copy of such statement should be attached to the application and the original statement presented at the interview.

6.4 Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the Rector as soon as it is available and, in any case, by not later than eight (8) working days from the closing date of the call for applications.

Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the Malta Qualifications Council website ([www.mqc.gov.mt/mqric](http://www.mqc.gov.mt/mqric)). In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC.



**6.5** Eligible applicants will be interviewed by a selection board to assess their suitability for the post.

**6.6** A selected applicant may be expected to be medically examined to ascertain that s/he is fit for the post.

**6.7** The European Curriculum Vitae Format may be downloaded from the following websites: <http://europass.cedefop.europa.eu>

A covering letter in the applicant's own handwriting, should accompany the Curriculum Vitae.

**6.8** Applications, together with a summary of qualifications and experience in the European Curriculum Vitae format as well as the names and contact numbers of three (3) referees will be received by:

The Rector, St Aloysius College, 70, Old Railway Road, Birkirkara, BKR1610 by not later **than noon (Central European Time) of 15 April 2021.**

Scanned copies of covering letter and CV may be sent electronically to Fr Rector on [rector@staloyusius.edu.mt](mailto:rector@staloyusius.edu.mt) and his secretary on [psciberras@staloyusius.edu.mt](mailto:psciberras@staloyusius.edu.mt)

A receipt will be sent to applicants.

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 Rector within five (5) working days.

**7.0** 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 as follows: Chairperson Interviewing Board (Post of Assistant Head at SAC Secondary School), St. Aloysius College, 70 Old Railway Road, Birkirkara BKR 1610.



- 7.1** 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.
- 7.2** 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.
- 7.3** 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.
- 7.4** St. Aloysius College would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. St Aloysius 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.