



## **Secretariat for Catholic Education**

### **CALL FOR APPLICATIONS FOR THE POST OF SERVICE MANAGER – CHURCH SCHOOLS IN GOZO**

*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.*

*Nomenclatures importing the male gender include also the female gender.*

#### **1.0 General**

- 1.1 The Delegate for Catholic Education invites applications from suitably qualified and competent persons for the position of Service Manager – Church Schools in Gozo within the Secretariat for Catholic Education.
- 1.2 The position of Service Manager – Church Schools in Gozo is at a senior management level and the appointee will form part of a team of managers directly accountable to the Delegate for Catholic Education through the respective Director within the Secretariat.

#### **2.0 Duration of assignment and conditions**

- 2.1 The selected candidate will enter into a thirty-six (36) month assignment as a Service Manager with the Secretariat for Catholic Education, which may be renewed for further periods.
- 2.2 The position of Service Manager is subject to a probationary period of one (1) year.
- 2.3 If a selected applicant is an employee from a Church School or any other organisation, s/he must make his/her own arrangements for his/her release to the Secretariat for Catholic Education.
- 2.4 This position is on a full-time basis and the selected candidate may be required to work a maximum of a six (6) day working week with an average of forty (40) hours per week distributed over a calendar year that will cover the opening hours during general service hours, according to a work schedule established by the Director for Curriculum and Standards and is subject to the rules and regulations governing the Secretariat for Catholic Education.

### **3.0 Salary pegged to the position**

- 3.1 The position of Service Manager is remunerated at the maximum point of Salary Scale 5, which in the year 2021 is €32,978.02 per annum.
- 3.2 The selected candidate is entitled to a Performance Bonus of up to 15% of the basic salary and this entitlement will be subject to the established performance review procedure, criteria and other arrangements applicable to officers in equivalent positions within the Secretariat for Catholic Education.
- 3.3 The selected candidate shall benefit from a Communication Allowance of €1,600 and an Expenses Allowance of €1,500 per annum. The appointee will not be entitled to other perquisites pertaining to an appointment to a Headship position.

### **4.0 Main role objectives**

#### **4.1 Objectives:**

- 4.1 Whilst respecting the individual identity and autonomy of each Church School in Gozo:
- 4.1.i. To inspire and foster the Catholic ethos amongst all Church Schools in Gozo as envisioned by the Diocese of Gozo, retaining full alignment with Church Schools in Malta and the Maltese Episcopal Conference.
  - 4.1.ii. To facilitate the effective implementation of policies and decisions set by the Secretariat for Catholic Education or by the national educational authorities.
  - 4.1.iii. To implement decisions and policies issued by the Secretariat for Catholic Education.

#### **4.2 Duties and Responsibilities:**

- 4.2 As part of the Secretariat's senior management, the Service Manager for Church Schools in Gozo inspires, guides and supports Church Schools in Gozo in a respectful and non-imposing approach by:
- 4.2.i. Promoting the Catholic Ethos in Gozo Church Schools;
    - a. Serving as a point of reference and inspiration for Church Schools in Gozo particularly in terms of Catholic Educational Leadership.

- b. Sustaining growth in Catholic values and principles underpinning the identity of Church Schools.
  - c. Cultivating a climate impregnated with Catholic values across Church Schools in Gozo with the intent of inspiring all community members to act in accordance with such spirit.
  - d. Promoting holistic education inspired by a strong Catholic Ethos as envisioned by the Diocese of Gozo. In exercising this function, establishing and maintaining regular contact with His Lordship the Bishop of Gozo as directed, with meetings taking place at least once every quarter.
  - e. Keeping informed of developments in the Diocese of Gozo, the Archdiocese of Malta and the Catholic World.
  - f. Working in close collaboration with the School Pastoral Commission of the Diocese (Kummissjoni Djoċesana Pastorali Skolastika) and the Schools' Pastoral teams.
  - g. Cultivating a collaborative spirit with individuals and entities within the Diocese, supporting all relevant Diocese's pastoral activities and initiatives.
- 4.2.ii Effectively Implementing All Applicable Policies in Gozo Church Schools;
- a. Developing the admission policy and procedures into Church Schools with the Delegate for Catholic Education and Heads of Gozo Church Schools, and implementing accordingly.
  - b. Supporting Church Schools in Gozo to grow individually and collectively as effective providers of a high quality Catholic education, also by assisting planning and reviewing developmental processes as part of educational and other audit mechanisms.
  - c. Facilitating administrative, curricular, financial and human resourcing, ongoing professional development, pastoral and psychosocial coordination through the respective Secretariat or Diocesan official as may be applicable.
  - d. Mentoring and accompanying members of the senior management in Church Schools when requested.
  - e. Supporting the overall management and administration of Church Schools in conformity with Diocesan, Secretariat and National regulations.
  - f. Acting as a catalyst for Church Schools in Gozo to network amongst themselves, with other Church Schools, religious and civic entities as well as with the wider local, national and international community.
  - g. Liaising between internal and external stakeholders, facilitating communication and serving as a point of contact even for customer care purposes.
  - h. Serving as a mediator between parents, students, staff members and other stakeholders with Church Schools in Gozo.

- i. Guiding and supporting Church Schools in Gozo in adhering to Sectoral industrial agreements as well as national legislative and regulatory requirements.
  - j. Coordinating common initiatives, chairing regular and ad hoc committees or meetings as may be necessary, particularly the KSKS (Kummissjoni Kapijiet Skejjel tal-Knisja) meetings and as agreed with Heads of Church Schools in Gozo.
  - k. Advocating on behalf of Church Schools in Gozo vis-à-vis issues that may arise at a local or national level.
  - l. Collecting and maintaining updated relevant data.
  - m. Responding to any requests or queries about relevant issues and data.
  - n. Maintaining open channels of communication with the Director for the Gozo College and State Schools in Gozo.
- 4.2.iii. Supporting the Delegate for Catholic Education, the respective Director within the Secretariat for Catholic Education and other colleagues as directed by both the former and the latter on matters related to the smooth running of Church Schools and the Secretariat for Catholic Education.

## **5.0 Eligibility requirements**

5.1 By the closing time and date of this call for applications, applicants must be persons:

- (a) who are able to communicate in the Maltese and English languages; **and**
- (b) in a comparable level of responsibility in a Scale not below Scale 7 with eight (8) years relevant work experience; **or**
- (c) who have twelve (12) years relevant work experience; **or**
- (d) in possession of:
  - (i) a Teacher's Warrant (Permanent) and ten (10) scholastic years teaching experience in a licensed school; **or**
  - (ii) a Teacher's Warrant (Permanent) and ten (10) calendar years relevant work experience; **or**
  - (iii) a recognised post-graduate degree (Masters) at MQF Level 7 with a minimum of 90 ECTS/ECVETS or equivalent in Education, or Management or Information Management or in a related area of study and three (3) years relevant work experience of which one (1) year must be in a Management position; **or**

- (iv) a recognised first degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent with regards to programmes commencing as from October 2003) in Education, or Management or Information Management or in a related area of study and five (5) years relevant work experience of which one (1) year must be in a Management position.

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.

- 5.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 5.1, can demonstrate having relevant and related work experience. Applicants should demonstrate mastery of pedagogical and subject matter skills; evidence of excellent interpersonal skills; and a commitment to participate in continuing professional development.
- 5.3 Officers in the teaching grades who are in possession of a Teacher's Warrant (Permanent Warrant) and are eligible in terms of paragraph 5 above may apply and, if selected, shall retain the right to apply to fill vacancies in grades or positions for which they are eligible as a result of their career progression in the teaching career stream. The years of service in the position of Service Manager shall be reckonable as years of service/experience in the teaching grades.
- 5.4 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable.

## **6.0 Submission of supporting documentation**

- 6.1 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 Degree obtained and the final classification.
- 6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

## **7.0 Selection procedure**

- 7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post.
- 7.2 The results will be published on the notice board of the Secretariat for Catholic Education within fifteen (15) working days of the interviews. A notification of the issue of the result will be sent to all interviewees.

7.3 Selection will be made according to the result list which will be valid for one (1) scholastic year.

## **8.0 Submission of Applications**

8.1 Applicants who are successful and are already employees of the Secretariat for Catholic Education or Church Schools, will be given precedence over those who are successful and not employees of the Secretariat for Catholic Education or Church Schools. Successful applicants who are not employees of the Secretariat for Catholic Education or Church Schools will only be considered when the order of merit for successful candidates who are already employees of the Secretariat for Catholic Education or Church Schools has been exhausted. Appointment is moreover subject to the availability of a vacancy within the validity period of the result.

8.2 A letter of application in own handwriting, accompanied by a CV, will be received in the first instance by the Delegate for Catholic Education **by not later than noon of 19th July, 2021**. Applications by post should be sent by registered mail to the address below, in sufficient time to ensure delivery by the above-mentioned closing date. The applications will be acknowledged by the Delegate for Catholic Education. **Late applications shall not be considered.**

**Rev Dr Charles Mallia**  
**Delegate for Catholic Education**  
**Call: Service Manager - Church Schools in Gozo**  
**Secretariat for Catholic Education**  
**16, The Mall**  
**Floriana FRN1472**