



Secretariat for Catholic Education

CALL FOR APPLICATIONS FOR THE POST OF HEAD OF DEPARTMENT (CURRICULUM) – HISTORY AND/OR SOCIAL STUDIES IN CHURCH SCHOOLS

Nomenclatures denoting the male gender also include the female gender.

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 (HoD) (Curriculum) – History and/or Social Studies.

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 HoD (Curriculum) – History and/or Social Studies is Salary Scale 6, which in 2021 is €27,327.00 per annum rising by annual increments of €596.33 up to a maximum of €30,904.98.

2.3 A HoD (Curriculum) shall benefit from the educator's Class Allowance, which in 2021 is €3,275 per annum and a Work Resources Fund, which in 2021 is €725 per annum. These allowances are subject to yearly increments as stipulated in the agreement between the Church Authorities and the Malta Union of Teachers signed on the 7th of August 2018.

3.0 Duties

3.1 A HoD (Curriculum) 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 HoD (Curriculum) 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 HoD (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 Curriculum Entitlement;
- (b) actively assisting the Head of School in ensuring the good professional practice, standards, and quality of the teaching and learning of subject/s/areas through proper dialogue with the class teachers and under the direction of the Service Manager for Curriculum Entitlement while promoting a healthy process of reciprocal informal observation of class teaching practices;
- (c) advising and contributing to curriculum development at school and system level under the direction and guidance of the Service Manager for Curriculum Entitlement;
- (d) co-ordinating the learning and teaching of History and/or Social Studies;
- (e) setting assessment tasks, including examination papers, and their related marking schemes, and overseeing and moderating assessment processes;
- (f) mentoring teachers of History and/or Social Studies in Church schools;
- (g) performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Service Manager for Curriculum Entitlement;
- (h) performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Director for Curriculum and Standards;
- (i) 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 HoD 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 HoD; 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 fulfil the obligations of a teacher and perform teaching duties in class as part of a fixed timetable. This teaching load will be assigned in the school where the HoD was last employed as a teacher prior to appointment as HoD. During the hours that the HoD is performing teaching duties in a particular school, s/he is to be considered as a regular member of the teaching staff and as such, is accountable to the Head of that particular school.

3.6 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 teacher's 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; years of experience as HoD (or in equivalent and/or higher grades) shall be deemed reckonable as part of the required years of teaching experience for the purposes of eligibility as outlined in this clause; **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.

(iii) 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.

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 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.

6.3 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, 2nd August, 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 Director for Curriculum and Standards. Late applications shall not be considered.

Dr Ian Mifsud

Director for Curriculum and Standards

Call: HOD (Curriculum) – History and/or Social Studies

Secretariat for Catholic Education

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