



**St Joseph Convent
St Peter Street
Sliema SLM 1531
MALTA**

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Tuesday, 2nd April 2019

CALL FOR THE POST OF ASSISTANT HEAD OF SCHOOL

(Secondary Section)

1. General

The Delegation of Malta of the Sisters of St Joseph of the Apparition invites applications from qualified, eligible, motivated, warranted educators with the required qualifications and experience in a licensed Church School, for the post of Assistant Head in the Secondary Section of our Sliema School, as from Scholastic year 2019/2020.

2. Overall Purpose and Duties:

2.1 The overall duties and responsibilities of the selected candidate shall include the following:

- a. Assisting and deputising for the Head of School in the efficient and effective management of the human, physical and financial resources of the School;
- b. Offering professional leadership in the implementation and the development of the vision and mission of St. Joseph Senior School;
- c. Offering professional leadership in the implementation and the development of the National Curriculum Framework.

2.2 Main Responsibilities

- a. Assisting in managing the School as may be determined by the Head of School;
- b. Undertaking any professional duties which may be delegated to him/her by the Head of School;
- c. In the absence of the Head of School, undertaking the management and professional duties of the same;
- d. Adopting and contributing towards the implementation of the School development plan;

- e. Providing professional support to teachers in the proper execution of their pedagogical duties, including the mentoring of new teaching staff;
- f. Co-operating with the Head of School and the School Leadership Team in the implementation and evaluation of curriculum innovation and development within the School;
- g. Acquiring experience and, possibly, further qualification in the management and educational leadership of the School;
- h. Taking charge of a class as and when appropriate, as directed by the Head of School;
- i. Encouraging and supporting participation in EU projects and other projects in accordance with School Development Plan targets, and as agreed with the School Leadership Team;
- j. Performing any other duties according to the exigencies of the School, as directed by the Head of School or the Secretariat for Catholic Education.

Terms and Conditions

- 3.1 As per the 2018 MUT Agreement, the Salary for the post of Assistant Head is that of Salary Scale 6 which in 2019 is €25,779 per annum, rising by annual increments of €596.33 per annum to a maximum of €29,356.98.
- 3.2 The selected candidate shall receive for 2019 an educators' grade allowance of €2,129 and a Work Resources Allowance of €471. Both allowances increasing yearly as per agreement.
- 3.3 The selected candidate may be required to attend courses and conferences, locally or abroad, as may be deemed necessary. These courses and conferences may be held outside school hours.
- 3.4 The Assistant Head 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 the induction process shall be an integral condition of employment for an Assistant Head of School. This induction programme may be held outside school hours and during school holidays.
- 3.5 The appointment, which is subject to a probationary period of one year, is on a full-time basis, and is subject to the rules and regulations governing the staff in Church Schools and St Joseph's Schools.
- 3.6 The selected candidate shall be expected to have or develop the necessary knowledge and skills to be able to make effective use of Information and Communication Technology, according to the post.
- 3.7 In carrying out his/her duties and functions, an Assistant Head of School shall be expected to be a team player and have strong interpersonal skills.

Eligibility Requirements

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

- a. Be citizens of Malta; OR
- b. Be citizens of another European Union Member State; OR
- c. 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
- d. Be the spouse and children, even if they are third country nationals, of any person mentioned at (a), (b) and (c) 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.
- e. The appointment of candidates referred to at (b), (c) and (d) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.
- f. Have the ability to communicate orally and in writing in the Maltese and English language.

4.2 This call is open to all suitably qualified teachers in Church Schools who are 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, of which five (5) years must 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 as outlined in this clause.

4.3 Furthermore, as per the collective agreement signed by the Church Authorities and the Malta Union of Teachers (MUT) on the 7th August, 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.

4.4 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.

4.5. St. Joseph's Senior School, Sliema 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 (2014).

Submission of Supporting Documentation

- 5.1. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications.
- 5.2. 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 (Diploma/Certificate supplement) in English, showing the qualification obtained and the final classification.
- 5.3. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedure

- 6.1. Eligible applicants will be assessed by an Interviewing Board.
- 6.2. Candidates will be given the result of the interview as a global mark. Applicants will be entitled to a breakdown of their own personal result if a request is made within seven (7) working days of the publication of the result, to the Chairperson of the Interviewing Board, Sr Riches Grech, St Joseph Convent, St Peter Street, Sliema.
- 6.3. 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.
- 6.4. In case of an appeal, an Appeals Board shall be set up. It will be 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.
- 6.5 The Appeals Board will review the selection process 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 School and the process is repeated. The Appeals Board does not replace the proper role and functions of the interviewing board.

Submission of Applications

- 7.1. Interested applicants are required to send a covering letter stating their intent, supported by the necessary documentation and the name of two referees. The applications should include a detailed Curriculum Vitae (Europass CV). These documents are to reach Sr Riches GRECH, St Joseph Convent, St Peter Street, Sliema SLM 1531, by not later than noon (Central European Time) of Friday, 26th April 2019

- 7.2 Applications by post should be sent by registered mail Sr Riches GRECH, Delegate for St Joseph School, at St Joseph Convent, St Peter Street, SLM 1531, Sliema, allowing sufficient time to ensure delivery by the above deadline.
- 7.3. Applications, including the covering letter and CV may be sent electronically (via e-mail) to: riches.grech@gmail.com
- 7.4. After the closing date of this application, eligible applicants will be given the date and time of the interview, which will held at St. Joseph Senior School, San Gorg Preca Street, Blata l-Bajda.