



Secretariat for Catholic Education

**CALL FOR APPLICATIONS FOR THE POST OF
HEAD OF DEPARTMENT (CURRICULUM) - ASSESSMENT (SPECIALISATION
EARLY YEARS) WITH THE SECRETARIAT FOR CATHOLIC EDUCATION**

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 denoting the male gender include also the female gender.

1.0 Introduction

- 1.1 The Director for Curriculum and Standards within the Secretariat for Catholic Education invites applications for the post of Head of Department (Curriculum) - Assessment (Specialisation Early Years).
- 1.2 The selected candidate will give support in all Church Schools in Malta and Gozo, as from **1st October, 2022**.

2.0 Terms and Conditions

- 2.1 This appointment is subject to a probationary period of twelve (12) months, is on a full-time (indefinite) basis and is subject to all applicable rules and regulations, particularly those established in the Church Schools Sector and of the Secretariat for Catholic Education.
- 2.2 The salary for the post of Head of Department is Salary Scale 6, which in 2022 is, €28,132.00 per annum, rising by annual increments of €596.33 up to a maximum of €31,709.98.

2.3 A Head of Department shall benefit from the Educator's Class Allowance, which in 2022 is €3,275 per annum and a Work Resources Fund, which in 2022 is €725 per annum.

3.0 Duties

3.1 A Head of Department is responsible to generally coordinate and support the development of the specific area with which s/he is entrusted, across a number of schools, contributing as may be required, in the sectoral coordination of, and initiatives related to, the same field under the direction of the Secretariat for Catholic Education. The Head of Department – Assessment (Specialisation Early Years) is expected to collaborate with other educators who may be supporting this endeavour 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.

3.2 The duties of a Head of Department – Assessment (Specialisation in Early Years) include:

- i. fulfilling the obligations of a teacher with all its related expectations, but within the agreed adjusted parameters;
- ii. participate in the development of Early Years Education policies within Church Schools in collaboration with the Senior Leadership Teams (SLT), school staff, students and parents, under the guidance of the Service Manager for Curriculum Entitlement;
- iii. ensure the effective implementation and monitoring of this policy and related actions so as to guarantee the highest standards of individual pupil learning and progression throughout the Early Years;
- iv. assist schools' SMT in the implementation of Early Years Education policies from Kindergarten 1 to Year 2 as set out in the school's aims and policies;
- v. work closely with the Literacy and Numeracy teams at the Secretariat for Catholic Education to ensure alignment and cohesion in implementing Early Years Education across Church schools;
- vi. develop resources as advised by the Service Manager for Curriculum Entitlement and/or the Heads of Schools;
- vii. coordinate, where applicable, meetings related to pedagogical developments in Early Years Education. This will include:
 - developing, monitoring, reviewing and evaluating effectiveness of and reporting on policy, action plans and practice in Early Years Education;

- planning and managing resources/teaching materials, teaching programmes, methods of teaching and assessment together with the Service Manager for Curriculum Entitlement and respective Head of School;
 - participating and helping in CoPE/professional development sessions;
 - providing in-class support for teachers;
- viii. advise the SMT on the procurement and management of adequate resources in classrooms and monitoring their utilisation;
 - ix. support schools in ensuring that the Early Years curriculum is complimentary to that in the Junior Years so as to ensure a smooth transition from one level to another;
 - x. coordinate and support professional development opportunities for colleagues and participate in Professional Development sessions and other Continuous Professional Development opportunities;
 - xi. give curricular support through being beacons of good practice in schools in showcasing, disseminating and celebrating good practices;
 - xii. enhance the teaching and learning process across schools by supporting, guiding, setting targets and acting as critical friends;
 - xiii. actively assisting the Head of School in ensuring the good professional practice, standards, and quality of the teaching and learning across the Early Years through proper dialogue with the class teachers and under the direction from the Secretariat for Catholic Education while promoting a healthy process of reciprocal informal observation of class teaching practices;
 - xiv. advising and contributing to curriculum development at school and system level under the direction and guidance of the Service Manager for Curriculum;
 - xv. co-ordinating the learning processes in the Early Years as set out in the National Curriculum Framework (2012) and the Learning Outcomes Framework;
 - xvi. supporting schools in assessment practices;
 - xvii. mentoring other teachers in the subject/s/area of their speciality;
 - xviii. being accountable to the Service Manager for Curriculum;
 - xix. performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Director for Curriculum and Standards.

- xx. performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Delegate for Catholic Education.

- 3.3 The Head of Department – Assessment (Specialisation in Early Years) will be assigned duties in more than one school. 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.

- 3.4 The Head of Department – Assessment (Specialisation in Early Years) may be required to undergo an induction phase and any other relevant training which may be deemed necessary.

- 3.5 The Head of Department – Assessment (Specialisation in Early Years) will be under the jurisdiction of the Secretariat for Catholic Education. They may be invited to engage with the Church Schools’ SMTs on matters related to their expertise and upon invitation by SMTs.

- 3.6 Selected candidate will be expected to work with other professionals who form part of the multi-disciplinary team of the Secretariat for Catholic Education.

- 3.7 The Head of Department – Assessment (Specialisation in Early Years) shall be expected to undergo specialised education and training provided by the Secretariat for Catholic Education or by the Education Authorities. 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.

- 3.8 Parties agree that the support to the other colleagues through transfer and knowledge sharing constitutes an intrinsic part of the responsibilities of a Head of Department; and shall hence endeavour to facilitate acquisition of skills necessary from time to time on mutually agreed parameters.

- 3.9 The Secretariat for Catholic Education will be responsible for the deployment of the Head of Department within schools.

4.0 Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be Church Schools' employees:

- (i) in the grade of Teacher, in possession of a Permanent Teachers Warrant; **AND**
- (ii) have not less than ten (10) scholastic years teaching experience, three (3) years of which would preferably be in a Church school;

Preference will be given to candidates who have teaching experience in Years 1 and 2.

4.2 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, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognized higher MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Furthermore, as per clause 4.1 of the Collective Agreement between the Church Authorities and the Malta Union of Teachers (MUT) on the 7th August 2018, eligibility criteria will also take into consideration all previous years of satisfactory service in the relevant grades and qualifications accrued by applicants. Thus, it will make applicants possessing accrued requirements, eligible for any post, following a call for application as stipulated in this agreement. As such, 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.

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, by the **1st of October 2022**.

4.5 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. 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.
- 5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

6.0 Selection Procedure

- 6.1 Eligible applicants will be interviewed by a selection board to assess 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 interviews.
- 6.3 Selection will be made according to the result list which will be valid for one (1) calendar 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 **Monday, 11th July 2022**. 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) - Assessment (Specialisation in Early Years)

Secretariat for Catholic Education

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