

29th May 2025

**CALL FOR APPLICATIONS FOR
THE POST OF DEPUTY HEAD OF SCHOOL in the SECONDARY SECTION
AT THE ARCHBISHOP'S SEMINARY**

THE ARCHBISHOP'S SEMINARY would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. THE ARCHBISHOP'S SEMINARY adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Educations 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 Introduction

- 1.1 ***The Archbishop's Seminary*** invites applications for the post of Deputy Head of School in the Secondary Section.

2.0 Terms and Conditions

- 2.1 This appointment is subject to a probationary period of twelve (12) months, is on full-time (indefinite) basis and is subject to all applicable rules and regulations, particularly those established in the Church Schools Sector and ***The Archbishop's Seminary***.
- 2.2 The salary for the post of Deputy Head of School is Salary Scale 6, which in 2025, is €32,279 per annum, rising by annual increments of €596 up to a maximum of €35,857.
- 2.3 A Deputy Head of School shall benefit from a Class Allowance, which in 2025 is €7,338.00 per annum, Responsibility Allowance, which in 2025 is €937 per annum and a Work Resources Allowance, which in 2025 is €725 per annum.
- 2.4 A Deputy Head of School in Salary Scale 6 with twenty (20) years of teaching experience, five (5) years of which must be as service in the grade of Deputy Head of School, shall progress to Salary Scale 5, which in 2025 is €34,184 per annum, rising by annual increments of €641 up to a maximum of €38,030.

3.0 Duties

3.1 The core responsibility of the Deputy Head of School is to assist and deputise for the Head of School in pursuance of their role as the school's Educational and Operational Leader by undertaking such professional and administrative duties as are delegated by the Head of School. As part of the Senior Leadership Team, led by the Head of School, the Deputy Head of School is also responsible for promoting the school ethos, fostering a climate of genuine collegiality amongst community members, setting the pace through active engagement in the development in Professional Development Sessions, and School Development Planning. The Deputy Head of School is expected to:

- a. lead and manage the school in its day-to-day operations in the absence of, or in support to, the Head of School, assist in the school's curriculum by organising and coordinating all activities related to curriculum planning, delivery assessment and development at school level, contributing when given the opportunity at national level;
- b. assume responsibility for ensuring educational and personal entitlement of all students;
- c. lead and coordinate all initiatives related to meeting the needs of individual students, including children with a statement of needs and those related to Individual Educational Programmes guaranteeing access to learning and assessment, supported by the presence of the HoD (Inclusion);
- d. develop and maintain an emotionally, psychologically and physically safe, as well as orderly, though creative and cognitively stimulating environment that is conducive to learning;
- e. collaboratively create and nurture a Community of Professional Educators, leading by example through active participation;
- f. facilitate Professional Development for educators, coordinate mentoring duties of Newly Qualified/Recruited Educators and others educators experiencing challenges.

The overall purpose of the role of a Deputy Head of School is that of:

- a. 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, and of
- b. offering professional leadership in the implementation and development of the National Curriculum Framework.

The main responsibilities of a Deputy Head of School shall include the following:

- a. assisting in managing the school or sections of the school as may be determined by the Head of School;
- b. undertaking any professional duties which may be delegated by the Head of School;
- c. in the absence of the Head of School, undertaking the management and professional duties of the Head of School;
- d. adopting and working towards the implementation of the school development plan (SDP);
- e. providing professional support to teachers in the proper execution of their pedagogical duties, particularly by mentoring new teaching staff;
- f. co-operating with the Head of School in the implementation and evaluation of curriculum innovation and development within the school;
- g. acquiring experience in the management of different levels of the school;
- h. in cases of emergency, taking charge of a class;
- i. encouraging participation in EU projects and other projects in accordance with SDP targets and as agreed with the Senior Management Team;
- j. supporting the Head of School to ensure the smooth and effective opening of the scholastic year for education grades and for learners;
- k. performing any other duties according to the exigencies of the school as directed by the Head of School.

3.2 A Deputy Head of School may be required to attend courses, locally or abroad, as may be deemed necessary.

4.0 Eligibility requirements

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

- (i) are in possession of a Permanent Teachers Warrant; AND
- (ii) have not less than ten (10) scholastic years teaching experience of which five (5) years must be in a Church School. Years of experience as Head of Department - Curriculum and Head of Department - Prefect of Discipline shall be deemed reckonable as part of the required years of teaching experience for the purposes of eligibility as outlined in this clause.

- 4.2 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 qualification as identified by Management from time to time, as well as directly related experience possessed ***in the cycle being applied for through separate calls for application, i.e. Primary***
- 4.3 Furthermore, 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 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/ECVET credits, or equivalent, taken as part of a higher recognized MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date for the call for applications.
- 4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.
- 4.6 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from the Malta Qualifications and Recognition Information Centre (MQRIC), or other designated authorities, as applicable, as per provisions applicable to this call for applications.

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.

- 5.3 Candidates are required to provide a breakdown of their years of teaching experience in their CV. This breakdown must also include any period of unpaid/paid leave availed of. In this context, paid leave is not referring to the entitled special leave for education grades.

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 within fifteen (15) working days of the interviews.
- 6.3 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 to the Chairperson of the interviewing board at the **The Archbishop's Seminary** where the post is vacant or at the Secretariat for Catholic Education.
- 6.4 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. Such an appeal should reach the Delegate for Catholic Education within ten (10) working days of the sending of the result.
- 6.5 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.
- 6.6 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 Archbishop's Seminary** and the process is repeated. The Appeals Board does not replace the proper role and functions of the interviewing board.

7.0 Submission of applications

- 7.1 Interested candidates are requested to complete the Google Form found on the call for this post, found on the school website (<https://www.maltaseminary.org>). Candidates are to complete the form with personal details and Curriculum Vitae (CV).
- 7.2 The form needs to be submitted by no later than noon on **Thursday 19th June 2025** using the mentioned form only. Our HR department will process all submissions.
- 7.3 All applications will be acknowledged by the School Principal, or his delegate.
- 7.4 **Late applications shall not be considered.**

Fr Jean Claude Schembri
School Principal
The Archbishop's Seminary
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Call: Deputy Head of School