



8th July 2020

**POST OF ASSISTANT HEAD
AT THE ARCHBISHOP'S SEMINARY PRIMARY SCHOOL**

1.0 The Head, The Archbishop's Seminary, invites applications from qualified, eligible educators with the requested qualifications and experience in a licensed school for the post of Assistant Head of The Archbishop's Seminary Primary School.

The assistant head of school is appointed by an Interview Board and is accountable to the head of school and to the Rector.

2.0 The functions, roles and responsibilities of this post include the following:

2.1 Overall Purpose

The core responsibility of the Assistant Head of School is to assist and deputise for the Head of School in pursuance of his/her 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 Management Team, led by the Head of School, the Assistant Head of School is also responsible for the fostering of a climate of genuine collegiality amongst community members, setting the pace through active engagement in the development of a Community of Professional Educators, including through School Development Planning.

2.2 Main Responsibilities

The Assistant Head of School is expected to:

- 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;

- assume responsibility for ensuring educational and personal entitlement of all learners;
- 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);
- develop and maintain an emotionally, psychologically and physically safe, as well as orderly, though creative and cognitively stimulating environment that is conducive to learning;
- collaboratively create and nurture a Community of Professional Educators, leading by example through active participation;
- coordinate mentoring duties of Newly Qualified/Recruited Educators and others experiencing challenges.

3.0 Eligibility by the closing time and date of the call of applications, applicants must:

- a) (i) be citizens of Malta; OR
 (ii) be citizens of another European Union Member State; OR
 (iii) 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

(iv) be the spouse and children, even if they are third country nationals, of any person mentioned at (i), (ii) and (iii) 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.

The appointment of candidates referred to at (ii), (iii) and (iv) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

- b) have the ability to communicate orally and in writing in the Maltese and English languages;

3.1 This call is open to all Church Schools teachers 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, five (5) years of which would 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 this call falls on the second part of the third term, the current scholastic year is considered as part of the required applicant's years of teaching experience.

Furthermore, as per the collective agreement signed by the Church Authorities and the Malta Union of Teachers (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.

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 Primary sector.

4.0 Conditions

4.1 The salary for the post of assistant head of Secondary School is that on salary scale 6 which in 2020 is €26,543.00 per annum, rising by annual increments of €596.33 per annum to a maximum of €30,120.98. The selected candidate shall receive an educators' grade allowance of €2,784 per annum and a Work Resources Allowance of €616 per annum (both allowances increasing yearly as per agreement).

4.2 The appointment to the grade of assistant head of school, which is subject to a probationary period of one year, is on a full-time basis and is subject to the College rules and regulations.

4.3 In carrying out the duties and functions, an assistant head of school shall be expected to have or to develop the necessary knowledge, competences and skills to be appropriately literate in and to be able to make effective use of Information and Communication Technology, according to the requirements of the post.

5.0 Induction programme

- 5.1** An assistant head of school 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 an induction process shall be an integral condition of employment for an assistant head of school and such an induction programme may be held outside school hours. The induction process generally spans the probation year.

6.0 Application procedure

- 6.1** Qualifications and experience claimed by the applicant must be supported by certificates and/or testimonials, copies of which should be attached to the application or sent separately to the head of school. Scanned copies sent electronically are acceptable.

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

- 6.3** With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the Malta Qualifications Council, or by any other designated authority, as applicable.

A copy of such statement should be attached to the application and the original statement presented at the interview.

- 6.4** Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the Rector as soon as it is available and, in any case, by not later than eight (8) working days from the closing date of the call for applications.

Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the Malta Qualifications Council website (www.mqc.gov.mt/mqric). In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC.

Eligible applicants will be interviewed by a selection board to assess their suitability for the post.

- 6.5** A selected applicant may be expected to be medically examined to ascertain that s/he is fit for the post.

- 6.6** Applications, together with a summary of qualifications and experience in the

European Curriculum Vitae format as well as the names and contact numbers of three (3) referees will be received by:

The Archbishop's Seminary, Tal-Virtù Road, Rabat, RBT 2604, Malta, by not later than **noon (Central European Time) of Wednesday 22nd July 2020.**

Scanned copies of covering letter and CV may be sent electronically to the head of school on vacancies@maltaseminary.org

A receipt will be sent to applicants.

Applications by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline. These applications will be acknowledged in writing by the office of the Rector within five (5) working days.

7.0 Interview results

- 7.1** 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 as follows: Chairperson Interviewing Board (Post of Assistant Head at The Archbishop's Seminary Primary), The Archbishop's Seminary, Tal-Virtù Road, Rabat, RBT 2604, Malta.
- 7.2** 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, 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.
- 7.3** 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.
- 7.4** 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 particular school and the process is repeated. The Appeals Board does not replace the proper role and functions of the interviewing board.
- 7.5** 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 Education Regulations 2016) in its recruitment process.