



**ST MONICA SCHOOL**  
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7th July 2023

**CALL FOR APPLICATIONS**  
**POST OF ASSISTANT HEAD AT ST MONICA SECONDARY SCHOOL B'KARA**

**1.0 General**

**1.1** The Provincial Superior and the Head of School invite applications from eligible, outstanding educators with the requested qualifications and experience in a licensed Church School, for the post of Assistant Head at St Monica Secondary School B'Kara.

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

**2.1 Overall Purpose**

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;

Offering professional leadership in the implementation and development of the vision of St Monica School and the mission of the Secondary School.

**2.2 Main Responsibilities**

- Assisting in managing the school or part of the school as may be determined by the Head of School;
- Undertaking any professional duties delegated to him/her by the Head of School;
- In the absence of the Head of School, undertaking the management and professional duties of the Head of School as appropriate;
- Adopting and contributing towards the implementation of the school development plan;
- Providing professional support to teachers in the proper execution of their pedagogical duties particularly by mentoring new teaching staff;
- Co-operating with the Head of School and the school management team in the innovation, development, implementation and evaluation of the curriculum within the school taking in consideration curricula established by examining bodies;
- Taking charge of a class as and when appropriate as directed by the head of school;
- Providing quality pastoral care to all students;

- Encouraging and supporting participation in EU projects and other projects and initiatives in accordance with School Development Plan targets and as agreed with the Senior Management Team;
- As part of the Senior Leadership Team, the AHoS will support the Head of School to ensure the smooth and effective opening of the scholastic year for education grades and for learners;
- Performing any other duties according to the exigencies of St Monica School as directed by the Head of School or the Secretariat for Catholic Education.

### **3.0 Eligibility Requirements**

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

(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) and (iii) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

(v) have the ability to communicate orally and in writing in the Maltese and English languages;

3.2 Applicants must be Teachers in possession of a permanent warrant 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 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.

3.3 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.

3.4 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.

3.5 St Monica School B’Kara 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. Furthermore, it adheres to the Maltese Ecclesiastical Province Statement of Policy and Procedures in Cases of Sexual Abuse (2014).

#### **4.0 Conditions**

- 4.1 The salary for the post of Assistant Head of Secondary School is that on salary scale 6 which in 2023 is €29,446.19 per annum, rising by annual increments of €596.33 per annum to a maximum of €33,024.17. The selected candidate shall receive an educators' grade allowance of €3,275 per annum and a work resource allowance of €725 per annum (both allowances increasing yearly as per agreement).
- 4.2 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 from time to time the staff in Church Schools and St Monica Schools.
- 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. 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 Head of School 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. In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC.

## **7.0 Selection procedures**

- 7.1 Eligible applicants will be interviewed by a selection board to assess their suitability for the post.
- 7.2 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.
- 7.1 Candidates are entitled to appeal within ten (10) working days of the publishing of the result. This appeal in writing, providing a clear indication why they do not agree with the result, should be addressed to the Delegate for Catholic Education, 16 The Mall, Floriana FRN 1472.
- 7.2 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.

## **8.0 Submission of Applications**

- 8.1 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), and where applicable a Service and Leave Record Form (GP 47). These documents are to reach, the Head, St Monica School B’Kara by not later than noon (Central European Time) of Friday, 21st July, 2023.
- 8.2 Applications by post, addressed to the Head of School, should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline. These applications will be acknowledged.