

Call for Applications Assistant Head of a Lasallian School

- **Assistant Head of School at Stella Maris College Senior School**

The Malta Trust of the Brothers of the Christian Schools (De La Salle Brothers) has a zero tolerance policy towards any form of child abuse and 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.

1. General

1.1 The Malta Trust of the Brothers of the Christian Schools (De La Salle Brothers) is, among other things, responsible for the governance, management and administration of De La Salle College and Stella Maris College.

1.2 The Malta Trust of the Brothers of the Christian Schools (De La Salle Brothers) invites applications from eligible, outstanding educators with the requested qualifications and experience in a Church school as specified in Section 4 of this same Call, for the post of:

- **Assistant Head of School at Stella Maris College Senior School**

1.3 The selected applicant will take up the post as from the start of scholastic year 2024/25.

2. Terms and Conditions

2.1 The salary for the post of Assistant Head, which is subject to a probationary period of one year, is that of Salary Scale 6, which in 2024 is €30,626.02 per annum. The salary is subject to the yearly increments related to Salary Scale 6 and to any future collective agreement increases related to this salary scale, including to allowances.

2.2 The selected candidate shall receive a grade allowance which, in 2024, is €3275 per annum and a work resources allowance which, in 2024, is €725 per annum.

2.3 The selected candidate shall be supported, encouraged and guided by a process of induction during the period of probation and at any other time when the Head of School or Director may deem necessary. Active participation in an induction process shall be an integral condition of employment for an Assistant Head of School.

2.4 The selected candidate may be required to attend courses and conferences, locally or abroad, as may be deemed necessary including ethos training.

3. Duties and Responsibilities

3.1 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.

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 Learning Support Co-ordinator;
- 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.

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

- assisting and deputising for the Head of School in the efficient and effective management of the school;
- offering professional leadership in the implementation and development of the National Curriculum Framework, other national policies related to the post-secondary educational sector and the Lasallian Ethos and Mission.

3.3 The main responsibilities of the selected candidate are as highlighted in the Collective Agreement between the Church Authorities and the Malta Union of Teachers for Education Grades in Church Schools and in the Secretariat for Catholic Education (August 2018) and include:

- assisting in managing the school or such part of the school as may be determined by the Head of School;

- undertaking any professional duties which may be delegated to him/her by the Head of School;
- adopting and working towards the implementation of the school development plan (SDP);
- 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 in the implementation and evaluation of curriculum innovation and development within the school;
- if necessary, taking charge of a class;
- serving as part of the Senior Leadership Team;
- encouraging and supporting participation in EU projects and other projects in accordance with SDP targets and as agreed with the Senior Leadership Team;
- support and collaborate with the Director of Educational Mission and the Head of School in taking forward the Lasallian mission and formation both within the school, within other Lasallian schools and on a national and international level;
- support, promote and participate in events, meetings and training courses of the La Salle Malta and the Lasallian network on an international level. When deemed necessary by the Director, participation at events, meetings and courses abroad, will be expected;
- ensuring the smooth and effective opening of the scholastic year;
- performing any other duties according to the exigencies of the College as directed by the Head of School or Director.

4. Eligibility requirements

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

- a) (i) is a citizen of Malta; OR
(ii) is a citizen of another European Union Member State; OR
(iii) is a citizen 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) is the spouse or child, even if she/he is a third country national, of any person mentioned at (i), (ii) and (iii) above, provided she/he is 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 in (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.

b) have the ability to communicate verbally and in writing in Maltese and English.

4.2 By the closing time and date of this call for applications, applicants must be Teachers in a Church school in possession of a Permanent Teacher's Warrant who have not less than ten (10) scholastic years teaching experience, five (5) years of which must be in Church Schools.

4.3 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, i.e. Secondary.

4.4 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.

4.5 Original certificates and testimonials may be requested for verification.

4.6 Furthermore, as per agreement between the Church Authorities and the Malta Union of Teachers (MUT) signed on the 7th August 2018, the eligibility criteria mentioned in paragraphs 4.2 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.

4.7 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.

4.8 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.

5. Submission of supporting documentation

5.1 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect to their qualifications from MQRIC¹, or other designated authorities.

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. Scanned copies sent electronically are acceptable. Original certificates and/or testimonials may be requested for verification.

¹ *Malta Qualification Recognition Information Centre (MQRIC) - <https://mfhea.mt/>
(Certified qualifications by MFHEA recognised universities do not need the statement mentioned above)*

6. Selection procedure

6.1 Eligible applicants will be assessed by the *Malta Trust of the Brothers of the Christian Schools (De La Salle Brothers)*.

6.3 An individual interview will be held for all eligible candidates . Further details will be given to all eligible candidates.

6.4 The Selection Panel will issue an order of merit.

6.5 Candidates will be sent the result of the interview as a global mark and their rank order. They may also 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 Director of Educational Mission at this email address: director@lasallemalta.edu.mt

6.6 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 at the Secretariat for Catholic Education. Such an appeal should reach the Delegate for Catholic Education within ten (10) working days of the sending of the initial result.

6.7 In case of an appeal, an Appeals Board shall be established and 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.

6.8 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 *Malta Trust of the Brothers of the Christian Schools (De La Salle Brothers)* and the process is repeated. The Appeals Board does not replace the proper role and functions of the interviewing board.

7. 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 application 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 Director of Educational Mission, La Salle Malta, by not later than noon (Central European Time) of **Friday 22nd March, 2024**.

7.2 Applications by email should be sent to the following email address: hr@lasallemalta.edu.mt

7.3 Applications will be acknowledged by email within two days of the closing date.

7.4 Applications by post or by hand will not be accepted.