



**SACRED
HEART
COLLEGE**

Call for Applications for the Post of Assistant Head of School in the Senior School at Sacred Heart College

Sacred Heart College would like to remind all interested applicants that it has a zero-tolerance policy towards any form of child abuse. Sacred Heart College 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.

All references to the male gender include the female gender.

9th June 2024

**Sacred Heart Avenue
St. Julian's STJ1432**

Tel +356 2134 6100
Email info@sacredheart.edu.mt

sacredheartmalta.org



1. GENERAL

- 1.1 Sacred Heart College invites applications for the post of Assistant Head of School in the Senior School from outstanding, talented educators who are in possession of the necessary qualifications and experience identified in Article 4 below.

2. TERMS AND CONDITIONS

- 2.1 The salary for the post of Assistant Head of School is Salary Scale 6, which in 2024 is €30,626.02 per annum, rising by annual increments of €596.33 up to a maximum of €34,204.00.
- 2.2 An Assistant Head of School shall also benefit from an Educators' Grade Allowance, which in 2024 is €3275 per annum and a Work Resources Fund, which in 2024 is €725 per annum. Any future increments agreed between the Church Authorities and the Malta Union of Teachers (MUT) will be added to these allowances.
- 2.3 This appointment, which 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 by Sacred Heart College.
- 2.4 The successful candidate will be supported through an appropriate induction and onboarding programme during the probationary period and at any such time as deemed required by the Head of School or the College Director. The induction and onboarding programme is considered to be an integral feature of the employment process of the College.



3. DUTIES

- 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 Leadership 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.
- 3.2 The Assistant Head of School is expected to:
- 3.21 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;
 - 3.22 assume responsibility for ensuring educational and personal entitlement of all learners;
 - 3.23 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);
 - 3.24 develop and maintain an emotionally, psychologically and physically safe, as well as orderly, though creative and cognitively stimulating environment that is conducive to learning;
 - 3.25 collaboratively create and nurture a Community of Professional Educators, leading by example through active participation;
 - 3.26 coordinate mentoring duties of Newly Qualified/Recruited Educators and others experiencing professional challenges.



3.3 The role of the selected candidate shall include:

- 3.31 assisting and deputising for the Head of School in the efficient and effective management of the resources of the School, and of
- 3.32 offering professional leadership in the implementation and development of the National Curriculum Framework and the Ethos and Goals of the Sacred Heart College.

3.4 The main responsibilities of the selected candidate shall include the following:

- a. assisting in leading and managing the School or such section/s and/or level/s of the School as may be determined by the Head of School;
- b. undertaking any professional duties which may be delegated to him/her by the Head of School;
- c. in the absence of the Head of School, undertaking the management, leadership 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. when necessary, taking charge of a class;
- i. serving as part of the Senior School Leadership Team;
- j. encouraging and enabling participation in EU projects and other projects in accordance with SDP targets and as agreed with the Senior School Leadership Team;
- k. supporting, promoting and participating in activities, meetings, conferences and/or training opportunities related to the Ethos and Goals of the Sacred Heart, whether locally or abroad;
- l. supporting the Head of School to ensure the smooth and effective opening of the scholastic year for education grades and for learners;
- m. performing any other duties according to the exigencies of the School as directed by the Head of School or the College Director.



4. ELIGIBILITY REQUIREMENTS

- 4.1 By the closing date of this call for applications, applicants must be Church School employees who:
- a. are in possession of a Permanent Teacher's Warrant; AND
 - b. have not less than ten (10) scholastic years teaching experience, five (5) years of which must be in Church Schools. 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.

As this call falls in the second part of the third term, the current scholastic year is considered as part of the required applicant's years of teaching experience.

- 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 the College Leadership from time to time, as well as directly related experience possessed in the secondary schooling cycle.
- 4.3 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 4.1a and 4.1b 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 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 date of 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 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 of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications.
- 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.
- 5.3 Original certificates and/or testimonials must be produced for verification at the interview.

6. SELECTION PROCEDURE

- 6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post.
- 6.2 An individual interview will be held for all eligible candidates. Further details will be given to all eligible candidates.
- 6.3 Interview results will be published within fifteen (15) working days of the interviews.



- 6.4 Candidates will be given the result of the interview as a global mark. They may request a breakdown of their own personal result within seven (7) working days from when the result is sent. Any such request must be made in writing and addressed to the Chairperson of the Interviewing Board at Sacred Heart College at the email address bogchairperson@sacredheart.edu.mt
- 6.5 Candidates are entitled to appeal the result of their interview. Any such request must be made in writing and addressed to the Delegate for Catholic Education at the email address charles.mallia@maltadiocese.org, providing a clear indication why the candidate in question does not agree with the result. Such an appeal should reach the Delegate for Catholic Education within ten (10) working days from when the result is sent.
- 6.6 In case of an appeal, an Appeals Board shall be set up which 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.
- 6.7 The Appeals Board will review the selection process 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 Sacred Heart College 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 letter of application, a detailed CV in Europass Format, the name of two referees, copies of all qualification certificates, as well as any other relevant documentation.
- 7.2 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.
- 7.3 All applications should be sent by email on vacancies@sacredheart.edu.mt and addressed to the Head of the Senior School, Sacred Heart College.



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- 7.4 All applications are to reach the Head of the Senior School, Sacred Heart College by Friday 21st June, 2024.
- 7.5 All applications will be acknowledged by email within two days of the closing date of applications.
- 7.6 Applications by post or by hand will not be accepted.
- 7.7 Late applications shall not be considered.