



Archbishop Pietru Pace Street,  
Victoria, Gozo

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[www.bcjs.edu.mt](http://www.bcjs.edu.mt)

11<sup>th</sup> August, 2023

## CALL FOR APPLICATIONS FOR THE POST OF ASSISTANT HEAD OF SCHOOL

*Nomenclatures denoting the male gender include also the female gender.*

### 1.0 General

- 1.1 His Lordship the Bishop of Gozo 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 in Bishop's Conservatory Junior School.

### 2.0 Terms and Conditions

- 2.1 As per the 2018 MUT Agreement, the salary for the post of Assistant Head of School is that of 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.
- 2.2 An Assistant Head of School (AHoS) shall benefit in 2023 on per annum basis from a class allowance of €3,275 and a Work Resource Fund of €725. Any future increments agreed between the Church Authorities and the Malta Union of Teachers (MUT) will be added to these allowances.
- 2.3 The selected candidate may be required to attend courses, locally or abroad as may deem necessary. These courses and conferences may be held outside school hours.
- 2.4 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 Bishop's Conservatory Junior School.
- 2.5 An AHoS shall be expected to have or develop the necessary knowledge and skills to be able to make effective use of Information and Communication Technology.

### 3.0 Purpose and Duties

- 3.1 The core responsibility of the Assistant Head of School (AHoS) is to assist and deputise for the Head of School (HoS) 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 HoS. As part of the Senior Management Team, led by the HoS, the AHoS is also responsible for promoting the ethos of Bishop's Conservatory Junior School



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together with the mission and vision of the school, fostering a climate of genuine collegiality amongst community members the school, setting the pace through active engagement in the development of a Community of Professional Educators, including through School Development Planning.

The AHoS is expected to:

- (i) provide professional leadership in the implementation and the development of the National Curriculum Framework and the Learning Outcomes Framework;
- (ii) provide professional leadership in the implementation and the development of the School Development Plan;
- (iii) lead and manage the school in its day-to-day operations in the absence of, or in support to, the HoS, 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;
- (iv) assume responsibility for ensuring educational and personal entitlement of all learners;
- (v) lead and coordinate all initiatives related to meeting the needs of individual learners, 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);
- (vi) develop and maintain an emotionally, psychologically and physically safe, as well as orderly school environment, though a creative and cognitively stimulating climate that is conducive to learning;
- (vii) collaboratively create and nurture a Community of Professional Educators, leading by example through active participation;
- (viii) coordinate mentoring duties of Newly Qualified/Recruited Educators and others experiencing challenges;
- (ix) deputise for the HoS taking full responsibilities attributed to such role in cases of long term paid and/or unpaid leave, including sick leave or in emergency situations as may be required.

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

- assisting in managing the school or sections of the school as may be determined by the HoS;



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- undertaking any professional duties which may be delegated to him/her by the HoS;
- in the absence of the HoS, undertake the management and professional duties of the HoS;
- adopting and working 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 HoS and the School Leadership Team in the implementation and evaluation of curriculum innovation and development within the school;
- acquiring experience and, possibly, further qualification in the management and educational leadership of the School;
- in cases of emergency or when appropriate, taking charge of a class, as directed by the HoS;
- encouraging participation in EU projects and other projects in accordance with SDP targets and as agreed with the School Leadership Team;
- as part of the Senior Leadership Team, supporting the HoS in ensuring the smooth and effective opening of the scholastic year for educators and learners;
- Performing any other duties according to the exigencies of the school as directed by the HoS or the Secretariat for Catholic Education.



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#### 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, five (5) years of which must be in Church Schools. 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 outlined in this clause.
- 4.2 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.
- 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 qualifications, as well as directly related experience in the primary sector.
- 4.4 Qualifications at a higher level than that specified above will be accepted for eligibility purpose, 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/ECVT credits, or equivalent, taken as part of a higher recognized MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and 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 time and date of this call for applications but also on the date of appointment.
- 4.6 Bishop's Conservatory Junior School 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).



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## 5.0 Submission of Supporting Documentation

- 5.1 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from Malta Qualification Recognition Information Centre (MQRIC), or other designated authorities, 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 / PostGraduate certificates or comparable qualifications must be accompanied by a transcript in English (Diploma / Certificate supplement), showing the Degree obtained and the final classification. Scanned copies sent electronically will be accepted.
- 5.3 Original certificates and / or testimonials are to be invariably produced for verification at the interview.

## 6.0 Selection Procedures

- 6.1 Eligible applicants will be assessed by a Selection Board through an interview.
- 6.2 Candidates will be sent the result of the interview as a global mark.
- 6.3 Candidates will be entitled to a breakdown of their own personal result within seven (7) working days of the publication of the result. The request needs to be in writing and addressed to the Chairperson of the Interviewing Board.
- 6.4 Candidates are entitled to appeal within ten working days of the publishing of the result. This appeal needs to be in writing and needs to provide a clear indication why they do not agree with the result. It should be addressed to 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 and 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.

## 7.0 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 applications should include a detailed Curriculum Vitae (Europass CV). Candidates are required to provide a breakdown of their years of teaching experience in their



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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. These documents are to reach, the Head, Bishop's Conservatory Junior School by not later than noon (Central European Time) of **Friday, 25<sup>th</sup> August, 2023**.

7.2 Applications by email should be sent to the Head of School on [info@bcjs.edu.mt](mailto:info@bcjs.edu.mt)

7.3 Applications by post should be sent by registered mail, on the given address:

The Head of School  
Bishop's Conservatory Junior School  
Archbishop P. Pace Street  
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allowing sufficient time to ensure delivery by the above deadline.

7.4 All applications will be acknowledged by email.