



MISSIONARY SOCIETY OF ST. PAUL

Dar Sant Agata, Sqaq Sant Agata, Rabat, RBT 2020

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POST OF HEAD AT ST. PAUL'S MISSIONARY COLLEGE

1. The MSSP Provincial Fr Louis Mallia invites applications from qualified, eligible educators with the requested qualifications and experience in a licensed school for the post of Head, St. Paul's Missionary College.

The Head is appointed by the Provincial and is accountable to the College Rector.

2. The purpose and responsibilities of this post include the following:

2.1 Overall Purpose

Following the Administrative restructuring process embarked by the College throughout this last year, the primary role of the Head of School is to take responsibility of the academic realm which includes the academic formation of each and every student, while facilitating and implementing, together with the academic staff, the various academic programs carried out in our College.

Furthermore, the role will entail:

- To observe and uphold the educational ethos of St Paul's Missionary College.
- To provide professional leadership and to ensure the implementation and the development of the National Curriculum Framework at primary and secondary education level;
- To secure whole-school commitment to the curricular philosophy, values and objectives through effective school team building, communication and a collaborative approach to decision-making;
- To promote and further the holistic education of each student in the school;
- To observe and uphold a zero-tolerance policy towards any form of child abuse;
- To assist the Rector, in collaboration with the Head of Administration and Finance, with the organisation, management and control of the human, physical and financial resources of the school as directed;
- To organise, participate and collaborate with other Assistant Heads of the College in a manner that maximises networking under the leadership of the Rector and according to established direction and guidelines;

- To accompany or substitute the Rector as necessary, during meetings of the Secretariat for Catholic Education and to collaborate with other Heads of School in a manner that maximises networking, according to the direction and guidelines established by the competent authorities;
- To participate in the design, formulation and implementation of projects that tap EU funding and to establish partnerships with other schools in Malta and/or in Europe.
- To carry out any other duties according to the exigencies of the College as directed by the Rector.

2.2 Main Responsibilities

- To formulate and lead, in a collaborative manner with the school team the school aims, objectives and policies in conformity with the Education Act and related legal notices and the directives of the Rector and to lead the academic staff accordingly;
- To facilitate a participatory team building and collegial process leading to the formulation and on-going review and update of the School Development Plan;
- To build and maintain an effective and open channel of communication within the school community, and with the Rector;
- To direct the planning, organisation, co-ordination and implementation of curricular and other related initiatives and activities throughout the year;
- To engage in continuous professional development in educational and administrative leadership and management, and to nurture and support mentors;
- To ensure order and discipline, help to pre-empt and resolve conflicts, and promote healthy relationships between students, staff and parents/guardians;
- To ensure the timely implementation of established disciplinary procedures;
- To ensure that all academic policies are being carried out effectively;
- To support the Rector in maintaining an effective pastoral care system for students;
- In collaboration with the Rector, to ensure that members of the Senior Leadership Team are regularly assigned focus areas for the better implementation of the school policies and development plan;
- To supervise the academic and pedagogical quality of teaching and learning.

2.3 Curriculum Development

- Together with the Senior Leadership Team and teachers, and in consultation with the relevant personnel within the Secretariat for Catholic Education, the DQSE and DES as appropriate, to determine strategies for the effective implementation of the National Curriculum Framework, such as teaching and learning strategies, the use of educational resources and services and the selection of textbooks, among others;

- To implement quality assurance mechanisms that maintain high standards of teaching and learning in the school;
- To promote the enrichment of the curriculum through activities organised within and outside school;
- To ensure that the curriculum includes holistic learning activities that take into account the diverse talents and learning modes, abilities and potential of all students in the school, and also take into account the resources of the local community as well as those of national, European and international organisations;
- To motivate and support all categories of staff to pursue lifelong learning opportunities, with a view to career development and progression as appropriate.

2.4 Student Matters

- To facilitate the provision of effective psycho-social services and the effective delivery of pastoral care services for students;
- To follow the criteria set by the Secretariat for Catholic Education in respect of the enrolment of new students;
- To develop and sustain procedures to facilitate the transition of students coming into the College as well as those proceeding from primary to secondary education;
- To implement an effective referral policy and appropriate procedures for students requiring specialised services;
- To promote a school policy of inclusive education;
- To facilitate and nurture a safe school environment;
- To promote an effective student participation policy.

2.5 Teaching Personnel

- To nurture the development and maintenance of the professional school team leading to their active participation in decision-making; to follow up matters in a timely manner; and to facilitate school self-evaluation exercises;
- To expose the Assistant Heads to the various roles and tasks of leadership; to assist the Rector in the induction of new staff and to motivate, support, develop, monitor, mentor and appraise professional and non-professional staff;
- To guide management processes, including Performance Management Programmes, to ensure academic and pedagogical quality as well as high standards of teaching and learning;
- To manage and mentor other personnel attached to the school on a permanent or temporary basis in order to ensure a high level of motivation and of quality service;

2.6 Home-School-Community Links

- To support the Rector, as directed, in creating and promoting links with the local community and its organisations;
- To encourage and foster early parental involvement in children's educational development; while providing staff with clear direction, encouraging them to seek effective ways of enhancing parental involvement in students' educational development and curricular activities;
- To encourage parents/guardians to engage in lifelong learning opportunities leading to personal development whilst promoting their enhanced involvement in the school community life;
- To encourage parents to become increasingly aware of their responsibilities towards their children's well-being and welfare and ensure that they strictly observe the school's rules and regulations, including those related to punctuality both at the beginning and at the end of the school day.

2.7 Administration

Together with the Assistant Heads:

- To carry out the annual school classification exercise and ensure the preparation of timetables, assigning of classes, subjects and responsibilities to teachers;
- To ensure that the duty of providing cover for absent teachers is shared equitably among all teachers in the school;
- To ensure the compilation and upkeep of school statistics, as well as student and staff records;
- To ensure the provision of a functional academic record keeping and filing system which allows for easy retrieval, and the timely and correct submission of data and information requested by the regulatory bodies, the College Board and other authorised entities;
- To take part in EU projects and other projects in accordance with SDP targets;
- To annually supply the NSSIS Document to the Directorate for Quality and Standards in Education, and to present this, together with the school Development Plan and Annual Report, to the Secretariat for Catholic Education;
- To present on request, written reports to the Rector and/or Provincial.

Together with the Head of Administration and Finance:

- To ensure the timely ordering of textbooks;
- To provide necessary information to ensure adequate school transport.

2.8 Finance

- With the assistance of competent College officials, to assist the Rector and Head of Administration and Finance in the preparation of the capital and recurrent school budget estimates within the parameters and priorities set by the Rector, whilst contributing to the preparation of College business plans;
- Under the direction and guidance of the Rector and in collaboration with the Head of Administration and Finance, to ensure the effective management and control of funds according to established financial regulations and the recording of all transactions according to established practice.

3.0 Eligibility

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

- (i) (a) citizens of Malta; OR

(b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; OR

(c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; OR

(d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c) above; OR

(e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations, 2006” or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”.

Applicants who require an employment license in terms of the Immigration Act and subsidiary legislation are to consult the relevant authorities in this respect. The College will seek the advice of said authorities upon the receipt of such applications.

- (ii) able to communicate in the Maltese and English Languages;
- (iii) in possession of a Permanent Teacher’s Warrant; AND

(a) have not less than ten (10) scholastic years' teaching experience in addition to four (4) scholastic years' service in the grade of Assistant Head of School or Head of Department or Inclusive Education Coordinator (INCO) or School Counsellor in a licensed school, or in an educational institution established under the Education Act (Cap. 327) or any other law regulating the education sector in Malta or an accredited comparable school or educational institution duly recognised by the Education Authorities. Testimonial/s regarding this post must be provided that show responsibilities, scale of salary, and the process of recruitment into the post; AND

(b) in possession of at least a recognised Post-Graduate Diploma in Education at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from 2011) with specialisation in Educational Leadership, Administration and Management, or another relevant area, or comparable professional qualification.

Applicants in possession of the Diploma in Educational Administration and Management of the University of Malta or a recognised appropriate comparable qualification shall be considered eligible to apply for this post.

- 3.2 Qualifications at a level higher than those 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 authenticated evidence that they have been approved for the award of the qualifications in question by the closing time and date of the call for applications.
- 3.3 Applicants must be of conduct which is appropriate for the post being applied for. Applicants must produce a Certificate of Conduct issued by the Police or other competent authority dated not earlier than one (1) month from the date of application.
- 3.4 The successful applicant must be able to take up his or her appointment by no later than the **25th September 2019**.
- 3.5 Applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable.
- 3.6 As part of the CV, applicants must provide a valid statement of accreditation in the post applied for, issued by the Accreditation Unit, Directorate for Quality and Standards in Education.

4.0 Conditions

- 4.1 The salary for the post of Head of School in 2019 will be €27,538 per annum rising by annual increments of €640.67 per annum to the maximum of Salary Scale 5 and the applicable allowances.

- 4.2 The appointment to the grade of 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 the carrying out the duties and functions, the Head of School shall be expected to have or to develop the necessary knowledge, competences and skills to be literate in and to be able to make effective use of Information and Communication Technology, according to the post.

5.0 Induction and Mentoring

- 5.1 The Head of School shall be supported, encouraged and guided by a process of induction and mentoring during the period of probation and at any other time when superiors may deem necessary. Participation in an induction process shall be an integral condition of employment for a 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 and selection procedure

- 6.1 St Paul's Missionary College 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.
- 6.2 Qualifications and experience claimed by the applicant must be supported by certificates and/or testimonials, copies of which should either be attached to the application or sent separately to the Provincial by not later than five (5) working days from the closing date of applications. Scanned copies sent electronically are acceptable. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript 8 (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification.
- 6.3 Original certificates and/or testimonials are invariably to be produced for verification at the interview.
- 6.4
 - (a) 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.
 - (b) Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the Provincial as soon as it is available and, in any case, by not later than five (5) working days from the closing date of the call for applications.
 - (c) 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.

- 6.5 Eligible candidates will initially be interviewed by a selection board to assess their suitability for the post. Subsequently a second interview for the highest ranked first three interviewed applicants will be held. The maximum mark for this selection process is 250 and the minimum pass mark is 150. The Assessment Criteria can be found in the Appendix to this call.
- 6.6 A selected applicant may be expected to undergo medical and psychological examination to ascertain that he/she is fit for the post.
- 6.7 Candidates will be given the result of the interview as a global mark. Candidates may request a breakdown of their result within seven (7) working days of the sending of the result. The request needs to be addressed to the Chairperson Head Interviewing Board, St Paul's Missionary College.
- 6.8 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.
- 6.9 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.
- 6.10 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.
- 6.11 Letters of application are to be submitted in the applicant's own handwriting. The European Curriculum Vitae Format, which should accompany the application may be downloaded from the following website: <http://europass.cedefop.europa.eu>
- 6.12 Applications, together with a summary of qualifications and experience in the European Curriculum Vitae Format shall be sent to the Provincial, The Motherhouse, St. Agatha, Emanuele Vitale Street, Rabat RBT2020, Malta by not later than **noon** (Central European Time) of **20th September 2019** or by email to **rector@spmc.edu.mt**. Applicants are strongly advised not to wait until the last days to submit their applications.

6.13 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 Provincial within three days of receipt.