



**CALL FOR APPLICATIONS FOR  
THE POST OF HEAD OF SCHOOL (JUNIOR SCHOOL)  
AT ST PAUL'S MISSIONARY COLLEGE**

***St Paul's Missionary College would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. 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. It also adheres to the Maltese Ecclesiastical Province Statement of Policy and Procedures in Cases of Sexual Abuse published in November 2014.***

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

The Regional Superior, Fr Louis Mallia mssp invites applications from qualified, eligible educators for the post of Head of School, Junior School, St Paul's Missionary College.

The Head of School, Junior School, is appointed by the Regional Superior and is accountable to the College Rector.

## **1. Terms and Conditions**

- 1.1 This appointment 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 St Paul's Missionary College.
- 1.2 The salary for the post of Head of School is Salary Scale 5, which in 2023 is, €31,330.95 per annum, rising by annual increments of €640.67 up to a maximum of €35,174.97.
- 1.3 A Head of School shall benefit from an Education Grades' allowance, which in 2023 is €5,450 per annum and a Work Resource Fund, which in 2023 is €750 per annum. Furthermore, one benefits from an allowance based on our school population, which at present amounts to €600.

### **St Paul's Missionary College**

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## 2. Duties and Responsibilities

2.1 The core responsibility of the Head of School, is to serve as the Educational and Operational Leader of the school's community, with the ultimate aim of ensuring a high quality and equitable educational provision which meets the diverse needs of all learners. The Head of School is also responsible to nurture the school ethos, acting as its prime promoter. Together with the Rector, Head of Senior School, and other members of the Senior Leadership Team, the Head of Junior School, is also responsible to foster a climate of genuine collegiality amongst community members, setting the pace through purposeful leadership and active nurturing of a Community of Professional Educators, including through focussed leadership in School Development Planning. The core role of the Head of School is to:

- (a) promote and pursue the mission and vision of the school in providing an equitable, high quality holistic education for all learners, raising and maximising both the individual and collective level of attainment whilst narrowing gaps that may persist;
- (b) provide strategic leadership and direction to staff and the rest of the school community, as well as the overall day-to-day management of the school;
- (c) assume a leading role in organising and coordinating all activities related to curriculum development and delivery;
- (d) develop and maintain an emotionally, psychologically and physically safe school, as well as orderly, though creative and cognitively stimulating environment that is conducive to learning;
- (e) promote and ensure compliance to national and ecclesiastical policies and/or documents, which include: the *Respect for All Framework (2014)*, and *On Cases of Sexual Abuse In Pastoral Activity; Statement of Policy and Procedures in Cases of Sexual abuse (2014)*;
- (f) collaboratively create and nurture a Community of Professional Educators, leading by example through active participation;
- (g) lead educational development particularly at the local level, whilst generally contributing at the national level also by serving as a catalyst for positive change;

(h) take responsibility for all necessary measures required in endeavouring to meet the school's staff complement.

2.2 The **overall purpose of the post** of Head of School is:

- (a) to observe and uphold the educational ethos of St Paul's Missionary College.
- (b) to provide professional leadership and to ensure the implementation and the development of the National Curriculum Framework at primary education level;
- (c) to secure whole-school commitment to the curricular philosophy, values and objectives through the effective school team building, communication and collaborative approach to decision-making;
- (d) to promote and further the holistic education of each student in the school;
- (e) to observe and uphold a zero-tolerance policy towards any form of child abuse;
- (f) to assist the College Rector with the organization, management and control efficiently and effectively all of the human, physical and financial resources of the school as directed;
- (g) to organise, participate and collaborate with other Assistant Heads of the College in a manner that maximizes networking under the leadership of the College Rector and according to established direction and guidelines;
- (h) to participate in the design, formulation and implementation of projects that tap EU funding and establish partnerships with other schools in Malta and/or in Europe.
- (i) to accompany or substitute the College Rector as necessary or participate during meetings held by the Secretariat for Catholic Education and to collaborate with other Heads of School in a manner that maximises networking under the leadership of The Delegate for Catholic Education and according to the direction guidelines established by the competent authorities;
- (j) to carry out any other duties according to the exigencies of the College as directed by the College Rector;

- (k) to carry out any other duties as directed by the Delegate for Catholic Education and/or his delegate.

2.3 The **main duties** of the post of Head of School are:

- (a) to formulate, 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 and regulations of the Educational Authorities, the Secretariat for Catholic Education, the College Rector and to lead the school team accordingly;
- (b) to ensure adequate human resourcing that meets the needs of the school in fulfilment of its vision and adherence with legislative and regulatory parameters;
- (c) to facilitate a participatory team building and collegial process leading to the formulation and on-going review of the School Development Plan;
- (d) to build and maintain an effective and open channel of communication within the College community, with the College Rector and the Senior Leadership Team, with other Church Schools, with the Secretariat for Catholic Education, with officials from the Ministry for Education, Sport, Youth, Research and Innovation, the local community and other external agencies;
- (e) to direct the planning, organisation and co-ordination of curricular and other related initiatives and activities throughout the year;
- (f) to work in close collaboration with the Senior Leadership Team of the College, and under the direction of the College Rector;
- (g) to keep abreast with on-going professional development in educational and administrative leadership and management and nurture the role of mentors;
- (h) to ensure order and discipline, help to pre-empt and resolve conflicts, and promote healthy relationships between students, staff and parents/guardians;
- (i) to ensure the timely implementation of established disciplinary procedures;

- (j) to ensure that network participants can communicate in an informal but well-structured manner;
- (k) to ensure that all policies are being carried out effectively;
- (l) to support the College Rector in maintaining an effective pastoral care system for students;
- (m) 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;
- (n) to supervise the academic and pedagogical quality of teaching and learning;
- (o) to take responsibility for and perform applicable tasks as may be delegated by the College Rector;

### **Curriculum Development**

- (a) together with the College Rector, the Senior Leadership Team and teachers and in consultation with the relevant personnel within the Secretariat for Catholic Education and the designated authorities 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, the selection of textbooks, etc;
- (b) to implement quality assurance mechanisms that maintain high standards of teaching and learning in the school;
- (c) to promote the enrichment of the curriculum through activities organised within and outside school;
- (d) 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 into the resources of the local community as well as those of national, European and international organisations;
- (e) to motivate and support all categories of staff with the objective of pursuing lifelong learning opportunities, including career development and progression;

### **Student Matters**

- (a) to facilitate the provision of effective psycho-social services and the effective delivery of pastoral care services for students;
- (b) to follow the criteria set by the Secretariat for Catholic Education in respect of the enrolment of new students;
- (c) to follow the policy and procedures set by the Secretariat for Catholic Education for students requiring specialised services;
- (d) 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;
- (e) to implement an effective referral policy and procedures for students requiring specialised services;
- (f) to promote an inclusive school policy;
- (g) to facilitate and nurture a safe school environment;
- (h) to promote an effective student participation policy;

### **Teaching Personnel**

- (a) to nurture the development and maintenance of the professional school team leading to active participation in decision-making, and take timely follow-up action and facilitate school self-evaluation exercises;
- (b) to expose the Assistant Heads to the various roles and tasks of leadership; directing the induction of new staff and motivating, supporting, developing, monitoring, acting as mentor, and appraising professional and non-professional staff;
- (c) to guide management processes, including applicable performance management programmes, to ensure academic and pedagogical quality assurance and standards of teaching and learning;

- (d) 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;
- (e) to ensure that the notion of inclusivity in its widest definition, is integrated in school life programmes and initiatives;

### **Home-School-Community Links**

- (a) to support the College Rector, as directed, in creating and promoting links with the local community and its organisations;
- (b) to encourage and foster early parental involvement in children's educational development; while providing staff with a clear direction, encouraging them to seek effective ways to enhancing parental involvement in students' educational development and curricular activities;
- (c) to encourage parents/guardians to engage in lifelong learning opportunities leading to personal develop whilst promoting enhanced involvement in the school community life;
- (d) to encourage parents to increasingly become 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;
- (e) to actively participate and attend meetings with the Parent Teachers Association and lead meetings in the Rector's stead, if required.

### **Administration**

Together with the Senior Leadership Team:

- (a) to carry out the annual school classification exercise and ensure the preparation of timetables, assigning of classes, subjects and responsibilities to teachers;
- (b) to ensure that the duty of providing cover for absent teachers is shared equitably among all teachers in the school;
- (c) to ensure the compilation and upkeep of school statistics, as well as student and staff records;

- (d) 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 Secretariat for Catholic Education and other authorised entities;
- (e) to ensure the proper maintenance and servicing of the school building, facilities and equipment, as well as the cleanliness and the embellishment of the school environment;
- (f) to ensure the compilation of an inventory according to prescribed regulations, as well as the efficient management of stores/apparatus, furniture and other material resources;
- (g) to take part in EU projects and other projects in accordance with SDP targets;
- (h) to ensure timely processes for resourcing;
- (i) to provide necessary information to ensure adequate school transport;
- (j) to annually supply the NSSIS Document to the designated authority, and to present this, together with the school Development Plan and Annual Report, to the Secretariat for Catholic Education;
- (k) to present on request, written reports to the College Rector.

### **Finance**

- (a) with the assistance of competent College officials, to assist the College Rector and Bursar in the preparation of the capital and recurrent school budget estimates within the parameters and priorities set by the MSSP Regional Council, and/or the College Rector, whilst contributing to the preparation for the College business plans;
- (b) under the direction and guidance of the College Rector and Bursar, to ensure the effective management and control of funds according to established financial regulations and the recording of all transactions according to established practice.



- 2.4 In the carrying out the duties and functions, the Head of School shall be expected to develop the necessary knowledge, competences and skills to be able to make effective use of Information and Communication Technology.
- 2.5 A 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.

### **3. Eligibility requirements**

- 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); **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”; **OR**

- (f) in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d), (e) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- (ii) be able to communicate in the Maltese and English Languages;
- (iii) in possession of a Permanent Teacher’s Warrant;
- (iv) (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, Head of Department (Curriculum, Inclusion or Prefect of Discipline) or School Counsellor in a licensed school;

**AND**

- (b) are in possession of a full qualification at MQF Level 7 (subject to minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in Educational Leadership and Management or a comparable qualification, as determined by the competent authorities.

\*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits (as applicable). The advice of the MQRIC may be sought.

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

3.2 In the absence of successful applicants according to paragraph 3.1 (iv) (a) and (b), eligibility shall be extended to Assistant Heads of School assigned Head of School duties for at least five (5) full scholastic years, on condition that they obtain a full qualification mentioned in paragraph 3.1 (iv) (b) above, within three (3) years from the date of appointment as Head of School. Failure to obtain the MQF Level 7 qualification mentioned in 3.1 (iv) (b) within this stipulated timeframe will lead to employees reverting to their previous grade.

3.3 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 recognised MQF level programme of study, as required in the afore-mentioned eligibility criteria or higher, by the closing time and date of the call for applications. Failure to obtain the MQF Level 7 qualification mentioned in paragraph 3.1 (iv) (b), will lead to employees reverting to their previous grade.

3.4 Furthermore, as per clause 4.1 of the Collective Agreement between the Church Authorities and the Malta Union of Teachers (MUT) on the 7<sup>th</sup> August 2018, eligibility criteria will also take into consideration all previous years of satisfactory service in the relevant grades and qualifications accrued by applicants. Thus, it will make applicants possessing accrued requirements, eligible for any post, following a call for application as stipulated in this agreement. As such, service in higher or equivalent roles at the time of application, which may include roles not regulated by this agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades regulated by this agreement.

3.5 Furthermore, as per clause 27.5 of the Collective Agreement between the Government of Malta and the Malta Union of Teachers, years of satisfactory experience in the grade of Head of Department – Prefect of Discipline shall be deemed as reckonable as years of teaching experience for eligibility purposes into the Grades of Assistant Head of School and Head of Department.

3.6 Applicants must be of good moral character and must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application.

3.7 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from the Malta Qualifications and Recognition Information Centre (MQRIC), or other designated authorities, as applicable.

3.8 Applicants must be eligible to take up their due appointment, in terms of 3.1 to 3.5 above, by no later than 1<sup>st</sup> September 2023.

#### **4. Submission of Supporting Documentation**

4.1 Qualifications and 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 Degree obtained and the final classification.

4.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

#### **5. Selection Procedure**

5.1 Eligible applicants will be interviewed by a selection board to assess their suitability for the post.

5.2 The results will be published on a notice board of the Junior School within fifteen (15) working days of the school interviews.

5.3 The candidates will be given the result of the interview as a global mark. Candidates, 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 at St Paul's Missionary College.

- 5.4 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.
- 5.5 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.
- 5.6 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 St Paul's Missionary College and the process is repeated. The Appeals Board does not replace the proper role and functions of the Interviewing Board.

## **6. Submission of Applications**

- 6.1 A letter of application in own handwriting, accompanied by a CV\*, will be received in the first instance by the Regional Superior by not later than **Friday, 2<sup>nd</sup> June 2023**. Applications by post should be sent by registered mail to the address below, in sufficient time to ensure delivery by the above-mentioned closing date. The applications will be acknowledged by the College Rector. **Late applications shall not be considered.**

\*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.

**The Regional Superior, Fr Louis Mallia mssp**  
**St Paul's Missionary College**  
**Call: Head of School (Junior School)**  
**The Motherhouse, St Agatha's,**  
**Emanuele Vitale Street,**  
**Rabat, RBT 2020, Malta.**