



## CALL FOR APPLICATIONS ASSISTANT HEAD OF SCHOOL

### BISHOP'S CONSERVATORY SECONDARY SCHOOL

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*The Bishop's Conservatory Secondary School would like to remind all interested applicants that they have zero tolerance policy towards any form of child abuse. The school 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 their recruitment processes. The School also adheres to the Maltese Ecclesiastical Province Statement of Policy and Procedures in Cases of Sexual Abuse published in November 2014.*

#### 1.0 Introduction

1.1 The **Bishop's Conservatory Secondary School** invites applications for the post of: Assistant Head of School at the Bishop's Conservatory Secondary School

#### 2.0 Terms and Conditions

- 2.1 This appointment is subject to a probationary period of twelve (12) months.
- 2.2 The salary for the post of an Assistant Head of School is Salary Scale 6, which in 2022, is €28,132.00 per annum, rising by annual increments of €596.33 up to a maximum of €31,709.98.
- 2.3 An Assistant Head of School shall benefit from an Education Grades' allowance, which in 2022 is €3275 per annum and a Work Resources Fund, which in 2022 is €725 per annum. These allowances are subject to yearly increments as stipulated in the agreement between the Church Authorities and the Malta Union of Teachers (MUT) signed on the 7<sup>th</sup> August 2018.

#### 3.0 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 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:

- a. 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;
- b. assume responsibility for ensuring educational and personal entitlement of all learners;
- c. 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);
- d. develop and maintain an emotionally, psychologically and physically safe, as well as orderly, though creative and cognitively stimulating environment that is conducive to learning;
- e. collaboratively create and nurture a Community of Professional Educators, leading by example through active participation;
- f. coordinate mentoring duties of Newly Qualified/Recruited Educators and others experiencing challenges.

The overall purpose of the role of an Assistant Head of School is that of:

- a. assisting and deputising for the Head of School in the efficient and effective management and control of the human, physical and financial resources of the school, and of
- b. offering professional leadership in the implementation and development of the National Curriculum Framework.

The main responsibilities of the Assistant Head of School shall include the following:

- a. assisting in managing the school or sections 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 and professional duties of the Head of School;
- d. supporting the school community in the smooth running of the school online management platform, *MySchool*, and other IT applications used for school administration purposes.



- e. adopting and working towards the implementation of the school development plan (SDP);
- f. providing professional support to teachers in the proper execution of their pedagogical duties, particularly by mentoring new teaching staff;
- g. co-operating with the Head of School in the implementation and evaluation of curriculum innovation and development within the school;
- h. acquiring experience in the management of different levels of the school;
- i. in cases of emergency, taking charge of a class;
- j. encouraging participation in EU projects and other projects in accordance with SDP targets and as agreed with the Senior Management Team;
- k. supporting the Head of School to ensure the smooth and effective opening of the scholastic year for education grades and for learners;
- l. performing any other duties according to the exigencies of the school as directed by the Head of School.

**3.2** An Assistant Head of School may be required to attend courses, locally or abroad, as may be deemed necessary.

#### **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.

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.

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 Management from time to time, as well as directly related experience possessed in the Secondary cycle.

4.3 Furthermore, as per agreement between the Church Authorities and the Malta Union of Teachers (MUT) signed on the 7<sup>th</sup> August 2018, the eligibility criteria mentioned in paragraphs 4.1 (i) and (ii) 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.

- 4.4 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 aforementioned eligibility criteria, by the closing time and date for the call for applications.
- 4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.
- 4.6 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.

## **5.0 Submission of supporting documentation**

- 5.1 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.
- 5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

## **6.0 Selection procedure**

- 6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post.
- 6.2 The results will be published within fifteen (15) working days of the interviews.



- 6.3 The candidates will be given the result of the interview as a global mark; however, they 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 the **Bishop's Conservatory Secondary School**.

- 6.4 The candidates are entitled to appeal the result of their interview. Such appeal needs to be made in writing, providing a clear indication why they do not agree with the result and address it to the Delegate for Catholic Education. Such an appeal should reach 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. The appeals board shall be composed of a Chairperson appointed in 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 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 Bishop's Conservatory Secondary 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, a detailed Curriculum Vitae supported by the necessary documentation and the names of two referees. These documents are to reach the Head of school as indicated below, by not later than the **10<sup>th</sup> of June 2022**.

Applications by email should be sent to: [info@bcss.edu.mt](mailto:info@bcss.edu.mt)

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.

Mr Marvik Galea, Head of School, Bishop's Conservatory Secondary School, Archbishop P. Pace Street, Victoria VCT 2503 - Gozo, Malta

All applications will be acknowledged by email. **Late applications shall not be considered.**