



Bishop's Conservatory Secondary School

CALL FOR APPLICATIONS FOR THE POST OF ASSISTANT HEAD OF SCHOOL

25th August, 2013

This currently vacant post of Assistant Head of School at Bishop's Conservatory Secondary School will be filled in accordance with clause 4 of the *"Agreement between the Church Authorities and the Malta Union of Teachers for teaching grades in Church Schools"* (8th May 2011)*, and specifically paragraph 4.4.

1. The Bishop's Delegate for Catholic Schools is hereby inviting applications from warranted teachers in licensed schools for the post of Assistant Head of School to serve in the Secondary school as from September 2013.
2. The Salary for the post of Assistant Head of School is €20,234.98 per annum rising by annual increments of €531.17 per annum (Salary Scale 7) plus an allowance of €91.67 monthly.
3. The appointment, which is subject to a probationary period of one year is on a full-time basis and is subject to:
 - a The rules and regulations governing from time to time employees of Church Schools in general and
 - b The policies of Bishop's Conservatory Secondary school.
4. **Overall Purpose of Position**
 - a To assist and deputise for the Head of School in the efficient and effective management and control of the human, physical and financial resources of the school, and
 - b To offer professional leadership in the implementation and the development of the National Curriculum Framework.
5. **Main Responsibilities**
 - a Assisting in managing the school or such part 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 Adopting and working towards the implementation of the school development plan;

- 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 the school;
 - h When the need arises, taking charge of a class;
 - i Encouraging participation in EU projects and other projects in accordance with SDP targets.
- 6.** By the closing time and date of the call for applications, applicants must:
- a Be in possession of a permanent warrant;
 - b Have not less than ten (10) years' teaching experience in a licensed school;
 - c have at least four (4) scholastic years teaching experience in a Secondary School.
- 7.** Applicants must be of good moral character and practicing Catholics.
- 8.** Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Original certificates and/or testimonials are to be invariably produced for verification at the interview.
- 9.** It is the responsibility of the applicant, in possession of qualifications awarded by a foreign University/tertiary education institution, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education and Culture or by any other designated authority, as applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement, issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for application.
- 10.** Eligible applicants will be interviewed by a Selection Board to assess their suitability for the post according to the following criteria:
- a. academic qualifications;
 - b. related professional experience;
 - c. school leadership with an emphasis on Catholic School ethos;
 - d. Church documents regarding Catholic Education;
 - e. personality, communication and sense of commitment;
 - f. vision for the school;
 - g. suitability (knowledge of the National Curriculum Framework).
- 11.** Hand-written letters of application together with a summary of qualifications and experience in the European Curriculum Vitae Format (downloaded from the following website: <http://europass.cedefop.europa.eu>) will be received by the Bishop's Delegate for Catholic Schools, Fr

Effie Masini, at the Bishop's Curia P.O. Box 1 Victoria Gozo, by not later than noon of Monday, 2nd September, 2013.

- 12.** Applications by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline.

Fr Effie Masini
(Bishop's Delegate for Catholic Church Schools)

***Clause 4 of the "Agreement between the Church Authorities and the Malta Union of Teachers for teaching grades in Church Schools" (8th May 2011):**

- 4.1 *In the filling of vacancies in the grade of Assistant Head of School the Union recognises the right of the Church Authorities to appoint members of the Religious Order/Congregation or, in the case of seminaries, members of the Diocesan Clergy.*
- 4.2 *The filling of vacancies by lay teachers in the grade of Assistant Head of School (Scale 7) will be by selection following a call for applications in the school where the vacancy exists, open to teachers in possession of a permanent warrant and who have not less than ten (10) years' teaching experience on the closing date of the call for applications, of which the last five (5) years must be in Church Schools of the same Religious Order/Congregation, or of the same Diocesan Clergy.*
- 4.3 *Provided that if no suitable candidate is selected, a fresh call for applications will be issued open to all teachers in Church Schools who, by the date of publication of the relevant call of applications, have not less than ten (10) years' teaching experience of which the last (5) five years must be in Church Schools.*
- 4.4 *Provided that should the case arise where again no suitable candidate is selected, a public call for applications will be issued open to teachers who have at least ten (10) years' teaching service in a licensed school.*