

Bishop's Chancery  
Republic street,  
Victoria VCT 1013  
Gozo



## 1. Preamble

His Lordship the Bishop of Gozo invites applications from qualified, eligible educators with the requested qualifications and experience in a licensed school for the post of Head of Bishop's Conservatory Primary School, Victoria

The candidate sought must be primarily an inspirational and visionary leader who can contribute to the Diocese's vision of Catholic education that espouses faith at the centre of our school community.

We are looking to appoint a leader able to motivate, inspire, support and develop talent of both students and staff to create a vibrant and progressive school.

The Head is appointed by His Lordship the Bishop of Gozo and is accountable to the Bishop's Delegate for Church Schools.

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

### 2.1 Overall Purpose

- To observe and uphold the educational and Catholic ethos of the school;
- To provide professional educational leadership ensuring optimum implementation of the National Curriculum Framework at primary level;
- To work empathetically, holistically and with high expectations so that every student can achieve their full potential within a Catholic environment that supports truly inclusive education;

- To observe and uphold full commitment towards safeguarding, and maintain a zero tolerance policy towards any form of child abuse;
- To assist the Bishop's Delegate with the organisation, management and control of the human, physical and financial resources of the school;
- To inspire, challenge and encourage staff, as well as accompany them in their professional journey towards excellence and fulfilment;
- To lead and support Assistant Heads of the School in a manner that maximises networking according to established direction and guidelines;
- To attend meetings of the Secretariat for Catholic Education, as well as form part of the KKSK and to collaborate with other Heads of School in a manner that maximises collaboration, 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 School as directed by His Lordship or his Delegate;
- 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 maintain an effective and open channel of communication within the school community, and all stakeholders in the wider community;
- To collaborate with fellow heads within the KKSK to plan, organise, and effect a cohesive calendar of events throughout the scholastic year;
- To engage in continuous professional development in educational and administrative leadership and management;
- To ensure a safe and orderly environment conducive to effective teaching and learning, within the school;
- To ensure the timely implementation of established procedures consequential to negative or improper actions;
- To maintain an effective pastoral care system for students;

- To ensure that members of the Academic Senior Management 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.

## **2.2 Curriculum Development**

- To develop and maintain a wide ranging and far reaching policy for the effective implementation of the National Curriculum Framework. The support of Senior Management Team and teachers, and in consultation with the relevant personnel within the Secretariat for Catholic Education, is to be sought;
- To implement quality assurance mechanisms that maintain high standards of teaching and learning in the school;
- To promote the enrichment of the curriculum through formal, non-formal, and informal learning;
- To motivate and support all categories of staff to pursue lifelong learning opportunities, with a view to career development and progression as appropriate.

## **2.3 Student Matters**

- To facilitate the provision of effective psycho-social services and pastoral care services for students;
- To follow the criteria set by the Diocese in respect of the enrolment of new students;
- To implement an effective referral policy and appropriate procedures for students requiring specialised services;
- To promote a school policy of inclusive education;
- To promote an effective student participation policy.

## **2.4 Teaching Personnel**

- To nurture the development 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 and self-reflectivity ;
- To expose the Assistant Heads to the various roles and tasks of headship; to direct 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;

## **2.5 Home-School Links**

- To encourage and foster early parental involvement in children's educational development;
- Empower parents to participate actively in the education of their children
- 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.

## **2.6 Administration**

Together with the other heads of primary Church Schools and Bishop's Delegate:

- To carry out the annual school classification exercise;

Together with the Assistant Heads:

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

## **2.7 Finance**

- With the assistance of the School Management Team, to prepare the capital and recurrent school budget estimates;

## **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 School 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 four (4) 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 Leadership, Administration and Management, or another relevant area, or comparable professional qualification.

Provided that 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 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 good conduct, 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 15th July 2018.

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.

#### **4.0 Conditions**

4.1 The salary for the post of Head of School in 2018 will be €25,034 per annum rising by annual increments of €596.33 per annum to the maximum of Salary Scale 6 and the applicable allowances. Salary and allowances will be revised as soon as the Church Schools MUT agreement is concluded.

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 School rules and regulations.

#### **5.0 Application and Selection Procedure**

5.1 The Gozo Diocese 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.

5.2 Qualifications and experience claimed by the applicant 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.

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

5.4 (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](http://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.

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

5.6 The selected applicant may be expected to undergo medical and psychological examination to ascertain that he/she is fit for the post.

5.7 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, Bishop's Chancery, Republic Street, Victoria.

5.8 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.

5.9 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.

5.10 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.

5.11 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>

5.12 Applications, together with a summary of qualifications and experience in the European Curriculum Vitae Format shall be sent to the **Bishop's Delegate for Church Schools, Bishop's Chancery, Republic Street, Victoria Gozo VCT1013** by not later than noon (Central European Time) of Monday 16th April 2018. Applicants are strongly advised not to wait until the last days to submit their applications.

5.13 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 Bishop's Delegate within three days of receipt.