



**CALL FOR APPLICATIONS FOR THE POST OF:
ASSISTANT HEAD IN THE SECONDARY SECTOR AT
IMMACULATE CONCEPTION SCHOOL TARXIEN
Indefinite post**

The Sisters of Charity would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. St Jeanne Antide 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.

Nomenclatures importing the male gender include also the female gender.

- I. The Sisters of Charity as employers of St Jeanne Antide College invite applications from qualified, eligible teachers with the requested qualifications and experience in a church school for the post of Assistant Head of School.
- II. The filling of vacancies by the lay teachers in the grade as Assistant Head of School (Scale 6) will be by selection following a call for applications, open to all church school teachers in possession of a permanent warrant and who have not less than ten (10) year's teaching experience on the closing date of the call for application, of which the last five (5) years must be in a church school. Candidates need to have 4 years experience at the level for which they apply.
 - a. The salary for the post of Assistant Head of School is that on salary scale 6 which in 2018 is €25,034.00 per annum, rising by annual increments of €596.33 per annum to a maximum of €28,611.98.
 - b. The selected candidate shall receive a class allowance of €1,638 per annum and a work resource allowance of €363 per annum to cover extra duties delegated by the Head of School.
 - c. The appointment which is subject to a probationary period of one year, is on a full-time basis.
 - d. An Assistant Head of School shall be supported, encouraged and guided by a process of induction during the period of probation and at any other time when the superiors deem necessary. Active participation in an induction process shall be an integral condition of employment.

The duties of the Assistant Head of School shall include the following:

- I. To take responsibility of the school in the absence of the Head of School if required;
- II. To assist and support the Head of School in managing the school or such part of it as may be determined by the Head of School;
- III. To undertake any professional duties of the Head of School which may be delegated to him by the Head;
- IV. To co-operate with the Head of School in the implementation and evaluation of curriculum innovation and development within the school;
- V. Providing professional support to teachers in the proper execution of their pedagogical duties, particularly in the mentoring of new teaching staff;
- VI. Taking charge of a class in the case of an emergency;
- VII. Encouraging and supporting participation in EU projects and other projects and initiatives in accordance with School Development Plan targets and as agreed with the Senior Management Team;

- VIII. Performing any other duties according to the exigencies of the school as directed by the Head of School or Principal.

Eligibility Requirements

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

- I. Teachers: (a) in possession of a Teachers Warrant; (b) who have not less than ten (10) years' teaching experience on the closing date for the call for applications, of which the last five (5) years must be in a Church School. Candidates need to have at least at least four (4) years teaching experience in the Secondary sector. The current scholastic year is considered as part of the required applicant's years of teaching experience.
- II. Citizens of Malta;
OR citizens of another European Union Member State; OR citizens of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Director Citizenship and Expatriate Affairs, Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply); OR c. be the spouse and children, even if they are third country nationals, of any person mentioned at (a), (b) and (c) above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry of Foreign Affairs.
- III. The appointment of candidates referred to at (a), (b) and (c) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.
- IV. Candidates must have the ability to communicate orally and in writing in the Maltese and English language.

Submission of Supporting Documentation

- I. Applicants should note the requirement to produce a MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities.
- II. Qualifications and/or 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 in English (Diploma/Certificate supplement), showing the qualification obtained and the final classification. Scanned copies sent electronically are acceptable.
- III. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

- I. Eligible applicants will be assessed by a Selection Board.
- II. 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 (7) seven working days of sending the result. The request needs to be in writing and addressed to the Chairperson of the interviewing Board at the school where the vacancy exists.

- III. 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. In case of an appeal, an Appeals Board shall be set up. It will be 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.
- IV. 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.

Submission of Applications

- I. Qualifications and experience claimed must be supported by certificates and /or testimonials.
- II. Applications should be sent by email to the:
Head of School, Ms Melanie Ungaro on
immconhead@sjmcs.edu.mt.
A confirmation will be sent upon receipt.
- III. Alternatively applications can be sent by post in sufficient time to ensure delivery to:
Immaculate Conception Secondary School
50, Tarxien Rd., Tarxien
TXN 1090
By not later than noon of Friday 14th September 2018.
A receipt by email will be sent to all applicants.

Sr Teresa Tonna
St Jeanne Antide College Principal

Sr Natalie Abela
Delegate Superior of the Sisters of Charity