



## Call for Applications

30<sup>th</sup> March 2020

### **Assistant Head at De La Salle College Junior School**

### **Assistant Head at Stella Maris College Junior School**

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## **1. General**

- 1.1 The *Malta Trust of the Brothers of the Christian Schools (De La Salle Brothers)* is, among other things, responsible for the governance, management and administration of De La Salle College and Stella Maris College.
- 1.2 The *Malta Trust of the Brothers of the Christian Schools (De La Salle Brothers)* invites applications from eligible, outstanding educators with the requested qualifications and experience in a Church school as specified in Section 4 of this same Call, for the post of Assistant Head at De La Salle College Junior School and the post of Assistant Head at Stella Maris College Junior School.

## **2. Terms and Conditions**

- 2.1 The salary for the post of Assistant Head, which is subject to a probationary period of one year, is that of Salary Scale 6, which in 2020 will be €26,543 per annum rising by annual increments of €596.33 per annum to a maximum of €30,120.98.
- 2.2 The selected candidate shall receive a grade allowance, which in 2020 is €2784 and a work resources allowance, which in 2020 is €616 per annum to cover extra duties, extra attendances, including all duties connected with school councils. These allowances are subject to yearly increments as stipulated in the agreement between the Church Authorities and the MUT signed on the 7<sup>th</sup> August 2018.
- 2.3 The selected candidate shall be supported, encouraged and guided by a process of induction during the period of probation and at any other time when the Headteacher or Director may deem necessary. Active participation in an induction process shall be an integral condition of employment for an Assistant Head of School.
- 2.4 The selected candidate may be required to attend courses and conferences, locally or abroad, as may be deemed necessary including ethos training.

### **3. Overall Duties and Responsibilities**

3.1 The overall duties and responsibilities of the selected candidate shall include the following:

- assisting and deputising for the Head of School in the efficient and effective management of the school;
- offering professional leadership in the implementation and development of the National Curriculum Framework and the Lasallian Ethos and Mission

3.2 The main responsibilities of the selected candidate are as highlighted in the Collective Agreement between the Church Authorities and the Malta Union of Teachers for Education Grades in Church Schools and in the Secretariat for Catholic Education (August 2018) and include:

- assisting in managing the school or such part of the school as may be determined by the Head of School;
- undertaking any professional duties which may be delegated to him/her by the Head of School;
- adopting and working towards the implementation of the school development plan (SDP);
- providing professional support to teachers in the proper execution of their pedagogical duties, particularly by mentoring new teaching staff;
- co-operating with the Head of School in the implementation and evaluation of curriculum innovation and development within the school;
- in cases of emergency, taking charge of a class;
- serving as part of the Senior Leadership Team;
- encouraging and supporting participation in EU projects and other projects in accordance with SDP targets and as agreed with the Senior Leadership Team;
- ensuring the smooth and effective opening of the scholastic year;
- performing any other duties according to the exigencies of the College as directed by the Headmaster or Director.

### **4. Eligibility requirements**

4.1 By the closing time and date of this call for applications, applicants must be a Church School employee who:

a) (i) is a citizen of Malta; OR

(ii) is a citizen of another European Union Member State; OR

(iii) is a citizen 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

(iv) is the spouse or child, even if she/he is a third country national, of any person mentioned at (i), (ii) and (iii) above, provided she/he is 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.

The appointment of candidates referred to in (ii) and (iii) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

b) have the ability to communicate verbally and in writing in Maltese and English.

- 4.2 By the closing time and date of this call for applications, applicants must be Teachers in possession of a Permanent Teacher's Warrant who have not less than ten (10) scholastic years teaching experience, five (5) years of which must be in Church Schools.. Experience in teaching at Secondary School level will be recognized but given the role is for the Junior Sector/s, experience in the Junior Years will be given greater value. 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.
- 4.3 Original certificates and testimonials may be requested for verification.
- 4.4 The current scholastic year is **not considered** as a full year of the required teaching experience, since the call is being issued during the second term.
- 4.5 Furthermore, as per agreement between the Church Authorities and the Malta Union of Teachers (MUT) signed on the 7th August 2018, the eligibility criteria mentioned in paragraphs 4.2 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.
- 4.6 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.

## 5. Submission of supporting documentation

- 5.1 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect to their qualifications from MQRIC<sup>1</sup>, or other designated authorities.

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<sup>1</sup> Malta Qualification Recognition Information Centre (MQRIC) – [www.ncfhe.org.mt](http://www.ncfhe.org.mt)  
(Certified qualifications by NCFHE recognised universities do not need the statement mentioned above)

5.2 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 (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification. Scanned copies sent electronically are acceptable. Original certificates and/or testimonials may be requested for verification.

## 6. Selection procedure

6.1 Eligible applicants will be assessed by the *Malta Trust of the Brothers of the Christian Schools (De La Salle Brothers)*.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 4.1, are in possession of MQF Level 7 qualifications (subject to a minimum of 60 ECTS/ECVET credits, or equivalent with regard to programmes commencing as from October 2008) in Educational Leadership/Management, SEBD, Inclusion, Mentoring, Curriculum and Counselling or a comparable professional qualification, as well as directly related experience possessed in the cycle being applied for.

6.3 Interviews will be conducted online. Further details will be given to all eligible candidates.

6.4 One interview will be conducted for every eligible candidate for both posts in the two schools. At the interview stage each interviewee will be asked if s/he is to be considered for both schools or for one of them only.

6.5 The Selection Panel will issue two separate orders of merit, one for each school.

6.6 Candidates will be sent the result of the interview as a global mark and their rank order. They may also 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 Secretary of the *Malta Trust of the Brothers of the Christian Schools (De La Salle Brothers)* at this email address [brother.austin@stellamaris.edu.mt](mailto:brother.austin@stellamaris.edu.mt) or [brother.austin@delasalle.edu.mt](mailto:brother.austin@delasalle.edu.mt) or at the Secretariat for Catholic Education, at this email address [charles.mallia@maltadiocese.org](mailto:charles.mallia@maltadiocese.org) as the case may be.

6.7 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, at this email address [charles.mallia@maltadiocese.org](mailto:charles.mallia@maltadiocese.org). Such an appeal should reach the Delegate for Catholic Education within ten (10) working days of the sending of the initial result.

6.8 In case of an appeal, an Appeals Board shall be established and 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.

- 6.9 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 *Malta Trust of the Brothers of the Christian Schools (De La Salle Brothers)* and the process is repeated. The Appeals Board does not replace the proper role and functions of the interviewing board.
- 6.10 The *Malta Trust of the Brothers of the Christian Schools (De La Salle Brothers)* 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.

## 7. Submission of applications

- 7.1 Interested applicants are required to send a covering letter stating their intent, supported by the necessary documentation and the name of two referees. The application should include a detailed Curriculum Vitae (Europass CV), and, where applicable, a Service and Leave record form (GP 47). These documents are to reach the **Secretary of the Malta Trust of the Brothers of the Christian Schools (De La Salle Brothers)**, by not later than noon (Central European Time) of **Tuesday 14<sup>th</sup> April 2020**.
- 7.2 Applications by email should be sent, to the Trust at the email address: **brother.austin@stellamaris.edu.mt** or **brother.austin@delasalle.edu.mt**.
- 7.3 Applications will be acknowledged by email within two days of the closing date. If no acknowledgment is received within two days, call +35699876760 to make arrangements on how to send the application.
- 7.4 In the covering letter, applicants may indicate their preference, if any, between the post of Assistant Head at Stella Maris College Junior School and the post of Assistant Head at De La Salle College Junior School.
- 7.5 Applications by post or by hand will not be accepted.