



SACRED HEART COLLEGE
Sacred Heart Avenue, St. Julian's STJ 1432

22nd March 2017

**CALL FOR APPLICATIONS
POST OF HEAD (JUNIOR SCHOOL)**

The Board of Governors invites applications for the post of Head in the Junior School.

1. Functions Role and responsibilities

- To provide professional leadership and to ensure the implementation and the development of the National Curriculum Framework;
- To secure whole-school commitment to the curricular philosophy, values and objectives through the effective school team building, communication and collaborative approach to decision-making;
- To promote and further the holistic education of each student in the school;
- To organize, manage and control efficiently and effectively the human, physical and financial resources of the school;
- To participate in the meetings of the Board of Governors.
- To collaborate with the Head of Secondary School in a manner that maximizes networking under the leadership of the Board of Governors and according to the direction and guidelines established by the Board of Governors, the Church School Secretariat and the State Education Authorities;
- To participate in the design, formulation and implementation of projects that tap EU funding and establish partnerships with other schools in Europe.
- To work closely with the Society of the Sacred Heart Network and endeavour to reach its Goals and Commitments.

2. Main Responsibilities

- To formulate, in a collaborative manner with the school team the school aims, objectives and policies in conformity with those of the Sacred Heart Network of Schools and the directives and regulations of the Board of Governors of the School.
- To ensure that network participants can communicate in an informal but well structured manner.
- To facilitate a participatory team building and collegial process leading to the formulation and on-going review of the School Development Plan;
- To build and maintaining an effective and open channel of communication within the school community, with the Secondary School, with the Parent Teachers' Association, with the Finance Committee, with the Board of Governors with other Church Schools, local community and other supportive external agencies;
- To direct the planning, organization and co-ordination of curricular and other related initiatives and activities throughout the year.
- To keep abreast with on-going professional development in educational and administrative leadership and management;
- To ensure order and discipline, help resolve conflicts, and promote healthy relationships between students, staff and parents/guardians;
- To ensure the timely implementation of established disciplinary procedures;
- To ensure that all policies are being carried out effectively;
- To ensure the maintenance of an effective pastoral care system for students;
- To ensure that members of the 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.

3. Curriculum Development

Together with the Senior Management Team and teachers and in consultation with the Board of Governors, to determine strategies for the effective implementation of the National Curriculum, such as teaching and learning strategies, the use of educational resources and services, the selection of textbooks, etc;

- To implement quality assurance mechanisms that maintain high standards of teaching and learning in the school;
- To promote the enrichment of the curriculum through activities organized within and outside school;
- To ensure that the curriculum includes holistic learning activities that take into account the diverse talents and learning modes, abilities and potential of all students in the school, and into the resources of the local community as well as those of national, European and international organizations;
- To motivate and support all categories of staff with the objective of pursuing lifelong learning opportunities, including career development and progression.

4. Student Matters

- To facilitate the provision of effective psycho-social services and the effective delivery of pastoral care services for students;
- To implement an effective referral policy and procedures for students requiring specialized services;
- To develop and sustain procedures to facilitate the transition of students coming to and leaving school;
- To promote an inclusive school policy;
- To facilitate and nurture a safe school environment;
- To promote an effective student participation policy.

5. Teaching Personnel

- To nurture the development and maintenance of the professional school team leading to active participation in decision-making, and take timely follow-up action and facilitate school self-evaluation exercises;
- To expose the Assistant Heads to the various roles and tasks of headship; directing the induction of new staff and motivating, supporting, developing, monitoring, acting as mentor, and appraising professional and non-professional staff;
- To guide management processes, including Performance Management Programmes, to ensure academic and pedagogical quality assurance and standards of teaching and learning;
- To manage and mentor other personnel attached to the school on a permanent or temporary basis in order to ensure a high level of motivation and of quality service, ensuring that the gender perspective is integrated in school programmes and initiatives.

6. Home-School-Community Links

- To create and promote links with the local community and its organizations;
- To encourage and foster early parental involvement in children's educational development; while providing staff with a clear direction, encouraging them to seek effective ways of enhancing parental involvement in students' educational development and curricular activities;
- To encourage parents/guardians to engage in lifelong learning opportunities leading to personal development whilst promoting enhanced involvement in the school community life;
- To encourage parents to increasingly become 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.

7. Administration

- Together with the Assistant Head/s, carry out the annual school classification exercise and ensuring the preparation of timetables, assigning of classes, subjects and responsibilities to teachers;
- 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 record keeping and filing system and the timely and correct submission of data and information requested by the regulatory bodies, by the School's Board of Governors and other authorized entities;
- In collaboration with the relevant responsible officials, to ensure the proper maintenance and servicing of the school building, facilities and equipment, as well as the cleanliness and the embellishment of the school environment;
- With the assistance of available human resources, to ensure the compilation of an inventory according to prescribed regulations, as well as the efficient management of stores/apparatus, furniture and other material resources;
- To ensure the timely requisition of utilities;
- To provide necessary information to ensure adequate school transport;
- To take part in EU projects and other projects in accordance with SDP targets.

8. Finance

- With the assistance of competent officials, to prepare the capital and recurrent school budget estimates within the parameters and priorities set by the School Board of Governors, whilst contributing to the preparation of the three-year School business plans;
- Under the direction and guidance of the Board of Governors and the Financial Committee to ensure the effective management and control of funds according to established financial regulations and the recording of all transactions according to established practice.

9. Conditions

The salary for the posts of Head of School is similar to the one offered by the State i.e starting in on scale 6 €23,691.22 with annual increments of €596.33 till it reaches the amount of €27,269.20. Plus an annual all inclusive allowance of €2,500 to cover extra duties and extra attendances

The appointment which is subject to a probationary period of one year is on a full-time basis and is subject to the rules and regulations governing from time to time Staff employed by church schools.

In the carrying out of their duties and functions, a Head of School shall be expected to have or to develop the necessary knowledge, competences and skills to be literate in and to be able to make effective use of Information and Communication Technology, according to their post.

A Head of School shall be supported, encouraged and guided by a process of induction and mentoring during the period of probation and at any other time when superiors may deem necessary. Participation in an induction process shall be an integral condition of employment for a Head of School and such an induction programme may be held outside school hours. The induction process generally spans the probation year.

10. Eligibility Requirements

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

- of good moral character and a practicing Catholic;
- proficient in the Maltese and English Languages;
- in possession of a Permanent Teacher's Warrant;

AND

(i) have not less than ten (10) 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.

AND

(ii) in possession of a recognised qualification at MQF Level 7 with a minimum of 60 ECTS/ECVETS or equivalent in Education specialising in Leadership, Administration and Management, Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

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. Prospective applicants should produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities where necessary.

11 Submission of supporting documentation

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

12 Selection procedure

Eligible applicants will be assessed by a Selection Board to determine their suitability for the post.

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 Sacred Heart College.

Submission of applications

Applications and a summary of qualifications and experience in the European Curriculum Vitae Format are to be submitted by not later than noon (Central European Time) of **Friday 21st April 2017** in a sealed envelope by the Acting Head Junior school or sent via email to **board@sacredheart.edu.mt**

Eligible applicants will be given the date and time when they will be required to appear before the selection Board after the closing date for applications.



Ms J. Pullicino
Chairperson, Board of Governors