



LETTER CIRCULAR

Call for applications for the posts of:

3 Officers in Charge Malta / 1 Officer in Charge Gozo / 1 Officer in Charge Reliever for the SEC Preventive Classes – Summer 2024

1.0 Introduction

1.1 In the framework of the Youth Guarantee 3.0, and in connection with the Preventive Classes for those students who will be sitting for the 2024 SEC Resit Examinations, Jobsplus is inviting applications from professionals **currently in the grade of Head of School, Assistant Head of School and persons with a minimum 10 years teaching experience and 2 years experience in a Management role** in the state and non-state sector to perform duties as **Officers in Charge of the SEC Preventive Classes**, for the period of 1st July 2024 till 31st October 2024.

2.0 Eligibility Criteria

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

- Persons with a minimum 10-year teaching experience AND a minimum of 2 years experience in a management role; OR
- An Assistant Head of School OR
- Head of School.

2.2 Applicants must have relevant work experience in:

- Classification/ grouping of students and Timetabling
- Participation in at least one (1) EU-funded project
- Supervising teaching staff



- 3.0** All eligible applicants will be assessed by a selection board to determine in rank order their suitability to perform these duties.

4.0 Duties and Responsibilities

- 4.1** The Officers in Charge will carry-out preparatory work in preparation of classes including preparation of their centre time-table, communicate with teachers, prepare centres accordingly for classes.
- 4.2** Supporting students in the learning process, acting as a mentor and a reference point for students throughout the period of SEC Preventive Classes.
- 4.3** Encouraging students to reach their maximum potential using all the facilities at their disposal to reach this goal.
- 4.4** Acting as a liaison between the student and project administrators facilitating relationships and helping resolve issues.
- 4.5** Acting as a Coordinator of the Centres in Malta and/or Gozo according to a scheduled timetable agreed upon with the Project Leader or Project Manager or his/her delegate.
- 4.6** Scheduling and grouping students into classes and assigning teachers that are particularly suitable in terms of experience and expertise to the class involved.
- 4.7** Taking care of and making special provisions for students with special needs.
- 4.8** Ensuring order and discipline, help resolve conflicts, and promote healthy relationships between students, staff, and parents/guardians.
- 4.9** Managing the physical resources at the disposal of the coordinator to ensure that students enjoy an optimal environment for learning.



- 4.10** Supervising the academic and pedagogical quality of teaching and learning, ensuring that students are given the best opportunities for learning and preparation for the SEC Resit Examinations (2024 sessions).
- 4.11** Ensuring the efficient use of all past papers provided to the teachers.
- 4.12** Implementing quality procedures to ensure that lessons start, and end as scheduled, are centered fully around student's need and engagements, and are communicated to the Project Leader and Project Manager.
- 4.13** Motivating and supporting all staff.
- 4.14** Compiling and up keeping the Centers' statistics, as well as student and staff records which will form the basis of future reports and statistics to ameliorate the initiative for students
- 4.15** Ensuring the provision of a functional record keeping and filing system, and the timely and correct submission of data and information, including the teachers' attendance/time sheets, requested by the regulatory bodies and the Project Leader or Project Manager or his/her delegate.
- 4.16** In collaboration with the relevant agencies and officials, ensuring the proper maintenance and servicing of the school building, facilities, and equipment, as well as the cleanliness of the Centers' environment; making sure that all premises are safe and of high standard for both student and staff, and reporting any issues and problems to the Project Leader and Project Manager.
- 4.17** Supervising the teaching staff providing the service, in order to ensure a high standard of teaching for the students.
- 4.18** Performing duties as directed from time to time by the Project Leader or Project Manager or his/her delegate.
- 4.19** Fulfilling all duties under this Agreement diligently and professionally and abiding strictly by the terms and conditions of this Agreement.



Duration of assignment and conditions

- 5.0** The selected candidates will be required to serve until October 2024, except for situations deemed by the Youth Guarantee Project Leader as special circumstances.
- 5.1** The selected candidates will be expected to carry out duties as follows:

OIC - MALTA	OIC Reliever - Malta	OIC - GOZO
Work a maximum of 300 hours (total includes working group preparatory phase meetings and implementation).	Work a maximum of 120 hours (total includes working group preparatory phase meetings and implementation).	Work a maximum of 275 hours (total includes working group preparatory phase meetings and implementation).

- 5.2** The selected applicants will be employed on a contract for service basis and remuneration for this service will be **€15 gross for every hour of work.**

6.0 Submission of Applications

- 6.1** Application forms will be received via email till **Thursday 9th May 2024 end of business.**
- 6.2** To apply, interested and experienced applicants should send an email to revisionclasses@gov.mt with the following information and documents:
- A cover letter clearly stating which role they are applying for (i.e.,





OICMALTA / OIC MALTA-RELIEVER / OIC GOZO) and specifying any travel plans for the period between 15th July and 30th August 2024

- **Detailed CV**
- **Preference will be given to candidates who will be fully available within the above specified period (i.e. 15th July – 30th August).**

6.3 An email confirmation receipt of application will be sent to all applicants.

6.4 Late applications will not be taken into consideration.

Applicants in receipt of notification to attend for the interview and who are no longer interested or cannot keep the interview should notify the Chairperson of the Interviewing Board

