

Call for Applications - Deputy Head of a Lasallian School

Deputy Head of School at Stella Maris College Junior School, Gżira_

1. General

1.1 The Board of Administrators of the Brothers of the Christian Schools (De La Salle Brothers), Malta is, among other things, responsible for the governance, management and administration of De La Salle College and Stella Maris College.

1.2 The Board of Administrators 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:

- **Deputy Head of School at Stella Maris College Junior School, Gżira**

2. Terms and Conditions

2.1 The salary for the post of Deputy Head, which is subject to a probationary period of one year, is that of Salary Scale 6, which in 2026 starts at a minimum of €33,931 per annum. The salary is subject to the yearly increments and scale progression as outlined 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 (January 2023).

2.2 In addition, the selected candidate shall receive the following allowances (amounts applicable for 2026):

- Class allowance of €7,838 per annum;
- Responsibility allowance of €937 per annum; and
- Work resources allowance of €725 per annum.

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 Director or Head of School may deem necessary. Active participation in an induction process shall be an integral condition of employment for a Deputy 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 formation sessions related to the Lasallian ethos of the schools.

3. Duties and Responsibilities

- 3.1 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 (January 2023).
- 3.2 The core responsibility of the Deputy Head of School is to assist and deputise for the Head of School (HoS) in pursuance of the role as the school's Educational and Operational Leader by undertaking such professional and administrative duties as are delegated by the HoS. As part of the School Leadership Team, led by the HoS, the Deputy Head of School is also responsible for promoting the school ethos, including the Lasallian ethos, fostering a climate of genuine collegiality amongst community members, setting the pace through active engagement in Professional Development Sessions, School Development Planning and Lasallian formation.
- 3.3 The duties of Deputy Heads of School include:
- leading and managing the school in its day-to-day operations in the absence of, or in support to, the Head of School,
 - assisting in the school's curriculum by organising and coordinating all activities related to curriculum planning, delivery, assessment and development at school level, contributing when given the opportunity at national level;
 - assuming responsibility for ensuring educational and personal entitlement of all students
 - leading and coordinating all initiatives related to meeting the needs of individual students, including children with a statement of needs and those related to Individual Educational Programmes guaranteeing access to learning and assessment, supported by the Learning Support Co-ordinator;
 - developing and maintaining an emotionally, psychologically and physically safe, as well as orderly, through creative and cognitively stimulating environment that is conducive to learning;
 - facilitating Professional Development for educators, coordinating mentoring duties of Newly Qualified/Recruited Educators and other educators experiencing challenges;
 - deputise for the Head of School taking full responsibilities attributed to such role in cases of long term paid and/or unpaid leave, including sick leave or in emergency situations.
 - assist the Head of School in the latter's endeavour to implement applicable recommendations and results emanating from the PISA-based test for schools, as may be agreed within the respective school.
 - performing any other duties according to the requirements of the College as directed by Director or the Head of School.

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 (iii) and (iv) 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 a Church school 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.

4.3 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 as outlined in this clause.

4.4 Due consideration will be given to applicants in possession of MQF Level 7 qualifications in either one of the following areas: Educational Leadership / Management, SEBD, Inclusion, Mentoring, Curriculum and Counselling or comparable qualifications as identified by Management from time to time, as well as directly related experience in the Secondary sector.

4.5 Original certificates and testimonials may be requested for verification.

4.6 Qualifications at a level higher than that specified above will be accepted, provided they meet any specified subject requirements. Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still have their qualification considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognized MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date for the call for applications.

4.7 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 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 MQRIC¹, or other designated authorities.

5.2 Qualifications and/or experience claimed must be supported by certificates and/or testimonials,

¹ ¹ Malta Qualification Recognition Information Centre (MQRIC) - <https://mfhea.mt/>
(Certified qualifications by MFHEA recognised universities do not need the statement mentioned above)

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 qualification 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 a Selection Panel appointed by Board of Administrators of the Brothers of the Christian Schools (De La Salle Brothers), Malta Sector

6.2 An individual interview will be held for all eligible candidates. Further details will be given to all eligible candidates.

6.3 The Selection Panel will issue an order of merit.

6.4 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 Director of Educational Mission at this email address: director@lasallemalta.edu.mt

6.5 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. Such an appeal should reach the Delegate for Catholic Education within ten (10) working days of the sending of the initial result.

6.7 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 Malta Union of Teachers (MUT) and two other persons, one nominated by the Secretariat for Catholic Education and another nominated by the MUT.

6.8 The Appeals Board will review the selection process 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 Brothers of the Christian Schools (De La Salle Brothers), Malta Sector* and the process is repeated. The Appeals Board does not replace the proper role and functions of the interviewing board.

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 Director of Educational Mission, La Salle Malta, by not later than noon (Central European Time) of **Monday 27 July, 2026**.

7.2 Applications by email should be sent to the following email address: hr@lasallemalta.edu.mt

7.3 Applications will be acknowledged by email by not later than two days of the closing date.

7.4 Applications by post or by hand will not be accepted.