



## **POSITION OF HEAD OF EARLY YEARS WITHIN SAN ANTON SCHOOL**

*San Anton School is an equal-opportunity employer. Additionally, it has a zero-tolerance policy towards any form of abuse. The School 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.*

San Anton School is seeking to recruit a Head to take charge of and lead the Early Years within the School, as from scholastic year 2022-23.

The post of Head of Early Years is a key position at the school. It requires a dynamic, motivated and experienced individual who is willing to work closely with all other senior and middle leaders, under the direction of the Head of School, with the aim of continuing to move the Early Years forward, and in line with the principles, practices and ethos of San Anton School.

The selected candidate needs to be a team player who brings a genuine love for teaching and learning, has a sound understanding of the emergent curriculum and commits to student well-being. He/She needs to: engage positively with educators, parents and students; ensure the intellectual, moral, emotional and physical development of the children within his/her sector; and demonstrate strong management and leadership abilities, as well as a commitment to both inclusion and the attainment of excellence for all.

### *Eligibility Requirements*

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

- (i) Citizens of Malta or Citizens of other Member States of the European Union; provided that if they are third country nationals, they are able to demonstrate that they can sustain indefinite residence and employment in Malta;
- (ii) Able to proficiently communicate in the English and Maltese Languages;
- (iii) Be in possession of a Permanent Warrant or equivalent recognized by the Council for Teaching Profession in Malta;
- (iv) Have not less than ten (10) scholastic years teaching experience in addition to five (5) scholastic years in school middle management;
- (v) Be in possession of a Master's degree in an educational field, preferably in Educational Leadership and Management or in Education or in a similar related field of studies in Teaching and Learning;

All eligibility criteria being equal, preference will be given to applicants who had/have experience in a headship position in an educational institution and/or specifically in Early Years.



### *Key Responsibilities of the Head of Early Years*

The four pillars of this role focus on the elements of **Leadership and Management, Teaching and Learning, School's ethos** and **Continuous Professional Development** which translate into:

1. Providing inspirational, professional leadership within the sector such that students in the Early Years develop holistically and optimally, each according to their potential and master the Learning Outcomes prescribed in the National Curriculum Framework for that Sector.
2. Providing professional leadership within the sector for the continued development and optimal management of teaching and learning of the School's Early Years in line with the National Curriculum Framework and any developments thereon or substitutes thereof.
3. Fostering a successful learning culture in which all students become effective, enthusiastic, independent and successful learners, committed to lifelong learning and social engagement.
4. Ensuring that the School's Mission and Vision statement as well as the core values are reflected through and adhered to by the students and staff members in all activities undertaken within the Early Years.
5. Identifying and organizing Continuous Professional Development for the whole sector and ensuring that high quality professional learning opportunities are provided leading to motivated staff and excellent educational provision for all students.
6. Assisting and acting on behalf of the Head of School in the day-to-day running of the sector, including thorough efficient and effective management and oversight of the human and financial resources deployed within or committed to the Sector, in collaboration with the relevant school officers.

### *Assessment Criteria and Selection Process*

The assessment criteria that shall be adopted during the selection process include the following:

- Management and Leadership competencies;
- Educational Vision;
- Professional maturity and fitness for purpose;
- Experience;
- Qualifications.

No marks will be awarded for experience and qualifications which are a pre-requisite for this vacancy.



### *Submission of Applications*

Applicants need to submit the below:

- A letter of application detailing the motivation for the application. The letter of application needs to include the name, designation, email address and frequently used telephone/mobile number of two (2) referees for blind references;
- Full CV in Europass format;
- Identity Card (both sides);
- Permanent Warrant or equivalent in e-version/scan;
- other documentation to prove compliance with eligibility requirements;
- Any other supporting documentation in e-version/scan.

### *Submission of Supporting Documents*

Qualifications and experience claimed must be supported by relevant documentation. Original certificates and/or other documentation need to be made available upon request.

**The letter of application along with all accompanying/supporting documents is to be submitted through email on [vacancies@sananton.edu.mt](mailto:vacancies@sananton.edu.mt) by not later than Monday the 23<sup>rd</sup> of May 2022. Late applications will not be considered.**

### Selection Procedure

All applications will be acknowledged, vetted and short-listed. Shortlisted eligible candidates will be requested to attend for an interview.