



**POSITION OF SUPPLY TEACHER
WITHIN SAN ANTON SCHOOL**

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

Eligibility Requirements

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

(i) proficient in the English language. Due consideration will be given to candidates who are proficient in the Maltese Language;

AND

(ii) in possession of a teaching qualification which would lead to the attainment of a Permanent Warrant irrespective of which subjects will be taught (Category A);

OR

(iii) in possession of a qualification not related to teaching at MQF Level 6 or higher qualification (Category B);

OR

(iv) in possession of a qualification at MQF Level 5 in the subject/area applied for or a comparable qualification AND four (4) passes at Ordinary Level &/or Secondary Education Certificate (MQF Level 3) or a recognized comparable qualification which must include English Language, Maltese Language and Mathematics; OR

(v) in possession of a qualification at MQF Level 4 in the subject/area applied for or Two (2) subjects at Advanced Matriculation Level (minimum grade E) or a comparable qualification AND four (4) passes at Ordinary Level &/or Secondary Education Certificate (MQF Level 3) or a recognized comparable qualification which must include English Language, Maltese Language and Mathematics.

Qualifications which are at an MQF level higher than the ones specified above will also be accepted for eligibility purposes if such qualifications meet the subject requirements.

Applicants who are in their final year of studies reading for a course that will lead to a teaching qualification, may still apply subject that documentary evidence from the educational institution is provided as a confirmation.



2. Qualifications and experience claimed must be supported by relevant documentation. Original certificates and/or other documentation must be produced during the interview for verification.
3. Proven relevant work experience will be considered an asset.
4. Eligible candidates will be requested to attend for an interview.

Terms and Conditions

- The position of Supply Teacher is on a definite basis for one (1) scholastic year or less, which may be renewed for further periods subject to satisfactory performance.
- The position of Supply Teacher is subject to a probationary period of six (6) months or to a maximum probationary period of one (1) year depending to what salary scale the successful candidate is pegged to.
- The salary pegged to the position of Supply Teacher is equivalent to
 - Salary Scale 9 if found eligible through criterion 1(ii);
 - Salary Scale 10 if found eligible through criterion 1(iii);
 - Salary Scale 12 if found eligible through criteria 1(iv) and (v).

Duties (as per San Anton School Collective Agreement)

A full time teacher has the following working load and receives a yearly teacher's allowance to cover any class teacher or extra duties deemed to be necessary for the effective and efficient running of the school.

- i. *Junior Sector:* A contact period of 21 hours and 45 minutes per week (in June 20 hours per week) averaged out over a period of 1 term, plus a maximum of 1 hour and 30 minutes of planning sessions.
- ii. *Senior Sector:* A contact period of 16 hours per week (in June 10 hours per week), plus a maximum of 1 hour and 20 minutes planning sessions, and a maximum of 1 hour 20 minutes of replacements per week. Provided that where teachers are remunerated for any lessons delivered in excess of the aforementioned 16 hours of contact time per week, the maximum 1 hour 20 minutes replacement lesson load remains unaltered.



Duties and Responsibilities:

- Planning and preparing schemes of work and preparing lesson material;
- Advising and cooperating with the Head of School/ Head of Sector and other teachers during normal working hours on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and evaluation;
- Coordinate adapted examination papers for students with individual educational needs with the assistance of the LSE concerned and the school INCO.
- Keeping methods of teaching and programmes of work under review and modifying them as the need arises or as directed by the Head of School;
- Teaching the pupils assigned to him/her, according to their educational needs;
- Proper and timely setting and marking of work given in school to be carried out by pupils in school and elsewhere;
- Assessing, recording and reporting on the development, progress and attainment of pupils;
- Participating in arrangements for preparing students for examinations and in assessing pupils and recording their achievements;
- Setting and marking of examination papers; supervising candidates under examination conditions during normal working hours;
- Preparing supplementary exam papers, with due coordination with LSAs and marking the exam papers against payment;
- Supervising the work of persons and professionals engaged to provide support for the normal teaching programme and coordination with the same and with the INCO where necessary to ensure the best possible educational experience for all his students (ex. LSEs and teachers' assistants);
- Maintaining good order and discipline among pupils and following appropriate procedures for their safety;
- Consulting with the parents of pupils and providing professional advice;
- Attending and participating in all school functions during normal school hours, including Sports Day, staff meetings (to be held once per term outside school hours on a rotary basis) and in two Parents' Meetings, each held over one school day, one during the first and the other during the second term respectively. Provided that, in Senior Sector, Parents' Meetings will run from 8:30am till 5.30pm with two half-hour breaks.