

THE POST OF DEPUTY HEAD OF SCHOOL

A Salesian school is much more than a place of academic learning. At St Patrick's Salesian School, inspired by the educational vision of St John Bosco, we strive to create a family atmosphere where every young person feels welcomed, valued, respected, and loved.

Our mission is to accompany each student in becoming both an honest citizen and a good Christian, helping them discover their God-given potential through education, personal growth, and service.

At St Patrick's, we place particular emphasis on accompanying young people who may be vulnerable or disadvantaged, believing that every student possesses unique gifts and deserves the opportunity to flourish.

We seek to educate the whole person—academically, emotionally, socially, spiritually, and physically—through a safe, inclusive, and joyful environment where students experience school as a home that welcomes, a school that prepares for life, a parish that evangelizes, and a playground where friendships are nurtured.

1.0 Introduction

1.1. St Patrick's Salesian School invites applications for the post of Deputy Head of School

1.2 St Patrick's Salesian School would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. St Patrick's Salesian School adheres to *S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Educations Regulations 2016)* in its recruitment process. It also adheres to the *Safeguarding Policy* adopted by the Church in Malta and Gozo (2024); *Statement of Policy and Procedures in Cases of Sexual Abuse (2014)* or revisions/replacements of any such policies, documents or legislations.

2.0 Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months, is on full -time (indefinite) basis and is subject to all applicable rules and regulations, particularly those established by St Patrick's Salesian School.

2.2 The salary for the post of Deputy Head of School is Salary Scale 6, which in 2026, is €33,931 per annum, rising by annual increments of €596 up to a maximum of €37,509.

2.3 A Deputy Head of School shall benefit from a Class Allowance, which in 2026 is €7,838.00 per annum, Responsibility Allowance, which in 2026 is €937 per annum and a Work Resources Allowance, which in 2026 is €725 per annum.

2.4 A Deputy Head of School in Salary Scale 6 with twenty (20) years of teaching experience, five (5) years of which must be as service in the grade of Deputy Head of School, shall progress to Salary Scale 5, which in 2026 is €35,836 per annum, rising by annual increments of €641 up to a maximum of €39,682.

3.0 Duties

3.1 The core responsibility of the Deputy Head of School is to assist and deputise for the Head of School. The Deputy Head of School supports the Head of School in providing educational leadership, strategic planning, and effective school management. The role seeks to ensure the delivery of high-quality teaching and learning, the smooth day-to-day operation of the school, compliance with educational regulations, and the continuous development of staff and students within a positive and inclusive learning environment.

Main responsibilities of the Deputy Head of School:

Educational Leadership and Curriculum Development

- Support the implementation, monitoring, and evaluation of the school curriculum and learning programmes.
- Promote high standards of teaching, learning, assessment and student achievement.
- Coordinate curriculum-related initiatives and support the implementation of Learning Outcomes Framework requirements.
- Provide guidance and support to subject departments and educational teams to ensure consistency and quality in educational provision.

Assessment, Examinations and Student Progress

- Oversee school assessment processes and the publication of student progress and assessment reports.
- Coordinate preparations for internal and external examinations and liaise with relevant examination authorities.

- Monitor student performance data and educational statistics to support school improvement and informed decision-making.
- Ensure the effective administration and verification of student records and academic results.

Student Welfare, Guidance and Behaviour

- Promote positive student behaviour, wellbeing, and engagement throughout the school community.
- Support pastoral care systems and contribute to student guidance and career development initiatives.
- Coordinate procedures related to student support, attendance, conduct and educational progression.

Strategic Planning and School Development

- Contributes to the design, implementation, monitoring, and evaluation of the School Development Plan.
- Analyse school performance data and support evidence-based planning and decision-making.
- Assist in identifying priorities for continuous improvement and educational innovation.

Staff Development and Professional Support

- Coordinate induction, mentoring, and professional development opportunities for educators and support staff.
- Support Newly Qualified Teachers (NQTs), Newly Recruited Teachers (NRTs), and other staff members through training and guidance programmes.
- Facilitate staff development initiatives, collaborative learning opportunities, and professional reflection activities.

School Operations and Administration

- Support the effective organisation of the school's daily operations, ensuring continuity and efficiency in educational provision (e.g. assistance during dismissal in case the Head of School is not present).
- Coordinate timetable, staff deployment, daily replacements, and the allocation of educational resources.
- Assist in the planning and management of the annual school calendar and major school events.
- Oversee systems related to student information management and educational administration.

Policy Development, Compliance and Governance

- Coordinate the development, review, and implementation of school policies and procedures.
- Ensure compliance with educational regulations, safeguarding requirements in communication with the school Designated Safeguarding Officer (DSO), data protection legislation, and other statutory obligations.

- Support quality assurance processes and the maintenance of relevant school certifications and standards.

External Relations and Educational Liaison

- Together with the Head of School, act as a liaison between the school and external educational entities, including the Education Department, examination boards, and other educational stakeholders.
- Coordinate matters related to examinations, vocational and applied learning programmes, certification processes, and educational reporting.
- Facilitate communication and collaboration with Heads of Department, Education Officers, external agencies, and partner organisations.

School Events and Community Engagement

- Coordinate and support major school activities, educational outings, ceremonies, and community events.
- Work collaboratively with staff, parents/guardians, and external partners to strengthen the educational experience of students.
- Promote active engagement between the school, families, and the wider community.

Human Resources and Resource Management

- Participate in staff recruitment, selection, induction, and retention processes.
- Coordinate educational resources, textbooks, and learning materials to support effective teaching and learning.
- Contribute to workforce planning and the development of a positive professional culture within the school.

General Responsibilities

The Deputy Head of School shall undertake any other duties consistent with the nature and level of the post as may reasonably be assigned by the Head of School in support of the school's educational mission and strategic objectives.

3.2 The Deputy Head of School may be required to attend courses, locally or abroad, as may be deemed necessary.

4.0 Eligibility requirements

4.1 By the closing time and date of this call for applications, applicants must be full-time teachers who:

- (i) are in possession of a Permanent Teachers Warrant; AND
- (ii) have not less than ten (10) scholastic years teaching experience in the Secondary sector.

4.2 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.

4.3 Furthermore, will take into consideration all previous years of satisfactory service in the relevant grade and qualifications accrued by applicants.

4.4 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered.

4.5 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.

4.6 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from the Malta Qualifications and Recognition Information Centre (MQRIC), or other designated authorities, as applicable, as per provisions applicable to this call for applications.

5.0 Submission of supporting documentation

5.1 Qualifications and 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 (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification.

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

5.3 Candidates are required to provide a breakdown of their years of teaching experience in their CV. This breakdown must also include any period of unpaid/paid leave availed of. In this context, paid leave is not referring to the entitled special leave for education grades.

6.0 Selection procedure

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

6.2 The results will be published within fifteen (15) working days of the interviews.

7.0 Submission of applications

7.1 A letter of application, accompanied by a CV, will be received in the first instance by the Head of School by not later than 7th August 2026. Applications are to be submitted by email to **headmaster@spmalta.org** by the above-mentioned closing date.

All applications will be acknowledged by the Head of School.

Late applications shall not be considered.

Fr Jeremy Vella SDB

Head of School

St Patrick's Salesian School

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Sliema SLM 1925

Call: Deputy Head of School