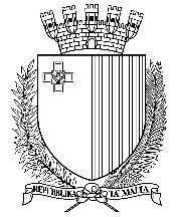


Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport
L-impjeg	<i>Manager I</i>



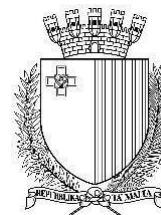
MINISTERU GHALL-EDUKAZZJONI U L-ISPORT
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager I (Outreach) fid-Direttorat tal-Planning u Strategic Foresight jinkludu:

- i. Jikkollabora mal-unità ELET u mal-partijiet interessati fl-iskejjel sabiex tingabar u tiġi analizzata d-data dwar l-istudenti friskju ta' ELET, u jiżviluppa strategiji li jtejbju l-attenzenza, il-prestazzjoni, il-partecipazzjoni, u r-retenzjoni skond listrategija tal-ELET u l-istrategija nazzjonali tal-Edukazzjoni;
- ii. Jista' jkun meħtieġ, f'okkażjonijiet diversi, li jaħdem barra mill-ħinijiet tal-uffiċċju biex jorganizza u/jew jwassal workshops u/jew jwettaq żjarat. Ir-remunerazzjoni se tingħata skont ir-rati ta' ħlas għal ħinijiet straordinarji applikabbli, sakemm ix-xogħol ma jkunx parti minn skeda ta' ħidma flessibbli kif stabbilit mir-regolamenti interni;
- iii. Jinvolvi l-ġenituri u l-familji fl-edukazzjoni ta' uliedhom permezz ta' workshops, pjattaformi diġitali, u appoġġ personalizzat, filwaqt li jikkoordina diversi partijiet interessati sabiex jiġu indirizzati f'ħinijiet varji;
- iv. Jaġixxi bħala intermedjarju bejn id-djar, l-iskejjel, u l-aġenziji tal-komunità sabiex isir titjib fl-ambjent edukattiv għall-istudenti, u jimmaniġġja relazzjonijiet ma' diversi partijiet interessati sabiex tiġi ffaċilitata l-kollaborazzjoni;
- v. Iwettaq żjarat fid-djar biex ikun ta' s'apport fil-vjaġġ edukattiv tat-tfal, billi joffri pjanijiet ta' appoġġ individwalizzati u juża tekniki avvanzati ta' komunikazzjoni sabiex jinbena rapport ta' fiduċja mal-familji bl-approvazzjoni, s-sapport u l-gwida tas-superjur tiegħu;
- vi. Jimplementa programmi ta' appoġġ għall-edukaturi u l-familji, li jinkludu moduli ta' taħriġ, ikkowċjar u allokazjoni ta' riżorsi, filwaqt li jidentifika u jwieġeb għal xejriet edukattivi emergenti;
- vii. Jassisti lill-familji waqt it-tranzizzjonijiet fis-sistema edukattiva, billi jikkollabora mas-sistemi ta' gwida u t-timijiet psikososjali sabiex il-familji jkunu jistgħu jimiru b' mod effiċjenti f'żoni edukattivi kumplessi;
- viii. Jaħdem mill-qrib mal-unità ELET fuq il-programm tal-Family, Community, and School Link (FCSL), l-istrategija tal-ELET u l-iżvilupp ta' pjanijiet ta' ħidma u jassigura l-effikaċja tal-programm permezz ta' ppjanar strategiku u monitoraġġ tal-prestazzjoni;
- ix. Juża strategiji avvanzati u addattati ta' komunikazzjoni ma' diversi partijiet interessati sabiex l-informazzjoni tixxerred b' mod effettiv, ċar u konsistenti;
- x. Jimmaniġġja r-riżorsi għall-programm FCSL b' mod effiċjenti, inklużi l-baġit u l-evalwazzjoni tiegħu, u jieħu sehem fi żvilupp professjonali kontinwu li jsaħħaħ l-effikaċja tal-programm;
- xi. Jipprepara rapporti dettaljati dwar l-attivitajiet u r-riżultati tal-programm/i, iżomm dokumentazzjoni għall-assessjar u juża għodod avvanzati għal preżentazzjoni effettiva;
- xii. Jassigura aderenza mal-politiki edukattivi, l-istrategiji, u l-linji gwida u jaġġorna kontinwament l-istrategiji skont bidliet fil-politiki u l-oqfsa edukattivi;
- xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiv. Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xv. Kwalunkwe kompitu ieħor li d-Direttur u s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ fi ħdan id-Direttorat tal-Planning u Strategic Foresight; u
- xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

.Annex A



MINISTRY FOR EDUCATION AND SPORT
GREAT SIEGE ROAD, FLORIANA, MALTA

Ministry	Ministry for Education and Sport,
Job title	<i>Manager I</i>

Duties and responsibilities

The duties of a Manager I (Outreach) in the Directorate for Planning and Strategic Foresight include:

- i. Collaborating with the ELET Unit and school stakeholders to collect and analyse data on students at risk of ELET, and developing/implementing strategies to improve attendance, achievement, participation, and retention according to ELET risk factors as outlined in the ELET strategy and National Education Strategy;
- ii. At times, it may be required to work beyond regular office hours for organizing or conducting workshops, meetings and visits. Compensation for such work will be provided at the relevant overtime rates, unless it falls within a flexible working schedule according to internal policies;
- iii. Engaging parents and families in their children's education through workshops, digital platforms, and personalised support, while coordinating with various stakeholders to address diverse needs;
- iv. Acting as a link between homes, schools, and community agencies to enhance the educational environment for students, managing relationships with various stakeholders to facilitate collaboration;
- v. Conducting home visits to support children's educational journeys, offering individualised support plans, and employing advanced communication techniques to foster family engagement with the approval, support and guidance of the line manager;
- vi. Developing and implementing support programmes for educators and families, including training modules, coaching, and resource allocation, while identifying and responding to emerging educational trends;
- vii. Assisting families during transitions through the educational system, liaising with guidance systems and psychosocial teams to navigate complex educational landscapes;
- viii. Working closely with the ELET Unit on the Family, Community, and School Link (FCSL) programme, the ELET strategy and developing and implementing action plans, and ensuring programme effectiveness through strategic planning and performance monitoring;
- ix. Utilising advanced and suitable communication strategies with various stakeholders to disseminate information effectively, maintaining clarity and consistency;
- x. Managing resources for the FCSL programme efficiently, including budgeting and evaluation, and participating in professional development to enhance programme efficacy;
- xi. Preparing detailed reports on programme activities and outcomes, maintaining documentation for assessment, and using data visualisation tools for effective presentation;
- xii. Ensuring adherence to educational policies, strategies, and guidelines, and updating strategies in line with policy changes and educational frameworks;
- xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xv. Undertakes any other tasks, which the Director and superior may delegate to him/her, as may be required within the Directorate for Planning and Strategic Foresight; and
- xvi. Any other duties as directed by the Principal Permanent Secretary