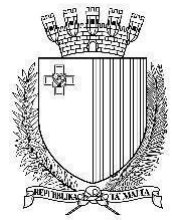


Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Ispport
L-impjeg	<i>Manager II</i>



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

Dmirijiet u responsabbiltajiet

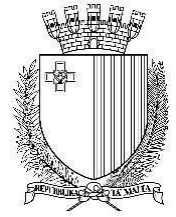
Id-dmirijiet ta' Manager II (Outreach) fid-Direttorat tal-Planning u Strategic Foresight jinkludu:

- i. Jikkollabora mal-Unità ELET u l-partijiet interessati fl-iskola sabiex tingabar u tiġi analizzata data estensiva; jiżviluppa u jimplementa strategija ta' analiżi għall-htigijiet relatati ma' studenti friskju ta' Hruġ Bikri mill-Edukazzjoni u t-Taħriġ (ELET), b'enfasi fuq dimensjonijiet bħall-attenzenza, l-prestazzjoni, l-partecipazzjoni, u r-retenzjoni, skont l-iStrategija Nazzjonali tal-ELET;
- ii. Jista' jkun meħtieġ, f'okkażjonijiet diversi, li jaħdem barra mill-ħinijiet tal-uffiċċju biex jorganizza u/jew jwassa 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. Jiżviluppa u jimplementa strategiji multidimensjonali għall-ingaġġ tal-ġenituri u l-familji f'edukazzjoni ta' uliedhom. Dan jinkludi l-organizzazzjoni ta' workshops, l-użu ta' pjattaformi diġitali ta' ingaġġ, u l-provvediment ta' servizzi ta' appoġġ personalizzati. Jikkollabora mal-partijiet interessati varji (inklużi imma mhux limitati għal timijiet psikosoċjali), mal-ġenituri/gwadjani u mal-edukaturi sabiex jiġu ddisinjati interventi li jindirizzaw realtjiet kulturali u soċjoekonomiċi differenti;
- iv. Jipprovdi servizz bħala intermedjarju ewlieni bejn id-djar, l-iskejjel, u l-agenziji tal-komunità sabiex jissahħa l-ambjent edukattiv għall-istudenti billi jservi ta' fulkru strateġiku għall-kollaborazzjoni bejn il-partijiet interessati. Dan jinkludi l-immaniġġjar ta' relazzjonijiet ma' partijiet interessati varji fi ħdan il-MES u ministeri oħra, timijiet ta' ġestjoni superjuri tal-iskola (SLT), uffiċjali tal-edukazzjoni u timijiet psikosoċjali;
- v. Jwettaq żjarat komprensivi fid-djar kif ikun meħtieġ mis-superjursabiex jiġi żviluppat ingaġġ familjari approfondit u jkun ta' sapport għall-vjaġġ edukattiv tat-tfal. Dawn iż-żjarat jinkludu pjanijiet ta' appoġġ individwalizzati u strategiji ta' segwitu. Juża tekniki ta' komunikazzjoni avvanzati sabiex jinbena rapport ta' fiduċja mal-familji u jiġi żgurat approċċ olistiku għall-iżvilupp tat-tfal;
- vi. Joħloq u jimplementa programmi ta' appoġġ kumplessi għall-edukaturi u l-familji, inklużi moduli ta'taħriġ speċjalizzati, programmi ta' mentorship, l-identifikazzjoni ta' xejriet edukattivi emergenti, irrakkomandazzjoni ta' tekniki ta' taħriġ avvanzati, il-kollaborazzjoni ma' esperti edukattivi, u strategiji ta' allokkazzjoni tar-riżorsi;
- vii. Jipprovdi appoġġ multidimensjonali lill-familji hekk kif it-tfal jagħmlu t-tranzizzjoni ta' diversi stadjifis-sistema edukattiva. Dan jinkludi l-kollaborazzjoni mas-sistemi ta' gwida u karriera, timijiet psikosoċjali, edukaturi, u timijiet ta' ġestjoni superjuri, sabiex dawn il -familji jkunu jistgħu jimirġu f'kuntesti edukattivi kumplessi;
- viii. Jaħdem estensivament mal-Unità ELET fuq il-programm tal-Family, Community, and School Link (FSCL) li jinvolvi l-iżvilupp ta' pjanijiet ta' azzjoni u proċeduri operattivi kumplessi. Dan jinkludi l-ippjanar strateġiku, l-attenzenza ta' żvilupp professjonali kontinwu, l-allokkazzjoni tar-riżorsi, l-

iżvilupp u l-implimentazzjoni ta' programmi ta' taħriġ u appoġġ għall-familji, u l-monitoraġġ tal-prestazzjoni li jiggarrantixxu l-effettività tal-programm skont l-istrateġija ELET;

- ix. Jinvolvi ruħu fi strateġiji ta' komunikazzjoni ma' partijiet interessati varji, li jinkludu l -ġenituri, l-educaturi, u t-timijiet ta' ġestjoni superjuri. Juża pjattaformi ta' komunikazzjoni avvanzati u tekniki biex l-informazzjoni tixxerred b'mod effettiv, ċar u konsistenti skont id-diskrezzjoni tas-superjur;
- x. Jissorvelja l-immanigġjar effiċjenti tar-rizorsi għall-programm FCSL, li jinkludi l-ibbaġitjar, l-allokazzjoni tar-rizorsi u kull evalwazzjoni relatata. Jippartecipa fl-iżvilupp professjonali kontinwu, flinizjattivi ta' riċerka, u fl-evalwazzjonijiet tal-programm sabiex tittejjeb l-effikaċja tal-programm u l-allinjament mal-għanijiet edukattivi;
- xi. Jipprepara rapporti analitiċi dettaljati dwar l-attivitajiet u r-rizultati tal-programm, u jkun responsabbli mid-dokumentazzjoni metikoluża għar-reviżjoni u l-assessjar. Juża għodod avvanzati ta' prezentazzjoni tad-data u ħiliet ta' kitba ta' rapporti biex jipprezenta b'mod effettiv l-għarfien u s-sejbiet;
- xii. Jiżgura l-aderenza stretta ma' politiki edukattivi rilevanti, strateġiji, u linji gwida stabbiliti millawtoritajiet edukattivi u l-Ministeru għall-Edukazzjoni u l-Ispport (MES). Jaġġorna kontinwament l-għarfien dwar bidliet fil-politiki u jimplimenta strateġiji sabiex jiġu koordinati l-attivitajiet tal-programm ma' qafas edukattiv li qed jevolvi;
- xiii. Jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe kompit u ieħor li d-Direttur jew s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ fi ħdan id-Direttorat tal-‘Planning u Strategic Foresight’; u
- xv. 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 II</i>

Duties and responsibilities

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

- i. Collaborate with ELET Unit and school stakeholders to systematically gather and analyse extensive data, develop and implement a needs analysis strategy in relation to students at risk of Early Leaving from Education and Training (ELET), focusing on multiple dimensions like attendance, achievement, participation, and retention, in accordance with the ELET national 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. Develop and implement multifaceted strategies to engage parents and families in their children's education. This includes organising workshops, using digital engagement platforms, and offering personalised support services. Coordinate with multiple stakeholders (including but not limited to the psycho-social team) and parents/guardians, educators to design interventions that cater to diverse cultural and socioeconomic backgrounds;
- iv. Serve as a critical bridge between homes, schools, and community agencies, enhancing the educational environment for students by acting as a strategic link for stakeholder collaboration. This includes managing relationships with various stakeholders within MES and other ministries, school senior management teams, education officers, and psycho-social teams;
- v. Conduct comprehensive home visits as advised by the line manager to develop in-depth family engagement and support a child's educational journey. These visits involve individualised support plans, and follow-up strategies. Utilise advanced communication techniques to build trust and rapport with families, ensuring a holistic approach to the child's development;
- vi. Create and implement intricate support programmes for educators and families, including specialised training modules, mentorship programmes, identifying emerging educational trends, recommending advanced training techniques, liaise with educational experts and resource allocation strategies;
- vii. Provide multifaceted support to families as children transition through various educational stages by liaising with career and guidance systems, psycho-social teams, educators and senior management teams, to help families navigate complex educational landscapes;
- viii. Work intensively with the ELET Unit on the Family, Community, and School Link (FCSL) programme, crafting intricate action plans and operational procedures. This involves strategic planning, attending continuous professional development, resource allocation, developing and implementing training and support programmes for families and performance monitoring to ensure programme effectiveness in line with ELET Strategy;
- ix. Engage in communication strategies with various stakeholders, including parents, educators, and senior management teams. Utilise advanced communication platforms and techniques to disseminate information effectively, ensuring clarity, consistency, and reach in line with the line manager;

- x. Oversee the efficient management of resources for the FCSL programme, including budgeting, resource allocation, and evaluation. Participate in ongoing professional development, research initiatives, and programme evaluations to enhance programme efficacy and alignment with educational goals;
- xi. Prepare detailed and analytical reports on programme activities and outcomes, maintaining meticulous documentation for review and assessment. Use advanced data visualisation tools and report writing skills to present insights and findings effectively;
- xii. Ensure strict adherence to relevant educational policies, strategies, and guidelines set by educational authorities and the Ministry for Education and Sport (MES). Continuously update knowledge on policy changes and implement strategies to align programme activities with evolving educational frameworks;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Undertakes any other tasks, which the Director or superior may delegate to him/her, as may be required within the Directorate for Planning and Strategic Foresight; and
- xv. Any other duties as directed by the Principal Permanent Secretary.