

The role of an Education Support Service (Inclusive and Special Education)
(National School Support Services (NSWS))

The duties of the Education Support Service – Inclusive and Special Education (NSWS) shall be generally those assigned by the Director General DES, and shall include:

- i. ensuring that the policies and provisions laid down in the Education Act, as well as other policies and provisions of the Education Directorates are adhered to in both the State and non-State sector;
- ii. providing advice, input, support and monitoring in connection with inclusion, curriculum development, management, eLearning and quality assurance development, management and implementation at Directorate, College, school and other educational institutions level, in both the State and non-State school sector;
- iii. advising, supporting and monitoring educational programmes in schools and Colleges, including Nurture Groups, Learning Support Zones, Learning Support Centres, Resource Centres, Reach Unit and Multisensory learning rooms, and other specialised rooms where education programmes are run;
- iv. integrating the gender perspective in programmes and initiatives of the Directorates;
- v. assisting in the professional development of staff;
- vi. assisting in the preparation of budgets and business planning;
- vii. collecting and maintaining relevant data and statistics;
- viii. participating in the monitoring of the implementation and evaluation of the National Curriculum Framework (NCF), and regularly contribute to its relevant review;
- ix. participating in the development of curriculum policy for schools and Colleges in line with the NCF, including the development of syllabi and the provision of appropriate curricula, text books and other resource material;
- x. participating in the administration and development of teaching resources;
- xi. evaluating and reporting on the work of teachers and on the progress of the teaching in schools;
- xii. evaluating and ensuring the quality and standards of teaching and learning in schools, Colleges, Centres and other specialised rooms where other education programmes are run;

- xiii. participating and contributing effectively in educational programmes, both during and after school hours;
- xiv. contributing towards the organisation and provision of professional development;
- xv. advising on the choice of textbooks, equipment, teaching aids and other educational resources;
- xvi. participating and facilitating curriculum teams for the production of suitable teaching materials at the various levels;
- xvii. assisting in the preparation of budgets for the Departments s/he is assigned to;
- xviii. mentoring Heads of Department and other teaching personnel;
- xix. gathering, analysing, researching and evaluating data and using it to plan and manage services, projects and systems;
- xx. ensuring the monitoring and implementation of the National Inclusion Policy and other policies through the collection of relevant data and compilation of reports for the various targets;
- xxi. attending case conferences, carrying out observations and providing appropriate recommendations to schools to ensure a good quality education to all students;
- xxii. deputising for the Director/Assistant Director, as instructed;
- xxiii. ensuring the timely preparation and setting of national assessments, including examinations;
- xxiv. any other duty compatible with the post of Education Support Service – Inclusive and Special Education within MES;
- xxv. any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.