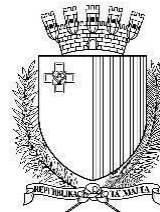


Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport
L-impjeg	Senior Manager



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

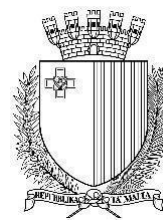
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Senior Manager fid-Direttorati tan-National Students Wellbeing Services fi hdan id-Dipartiment għas-Servizzi Edukattivi jinkludu:

- Jappoġġja lid-Direttur Ġenerali (Servizzi Edukattivi) u, b'mod partikolari, jassisti lid-Direttur responsabbli mill-Edukazzjoni Inkluziva;
- Jassisti fl-ippjanar, il-koordinazzjoni, l-implimentazzjoni u l-monitoraġġ ta' policies, strategiji, proċeduri u inizzjattivi nazzjonali relatati mal-edukazzjoni inkluziva;
- Jikkoordina l-hidma amministrattiva u operattiva marbuta mas-servizzi ta' edukazzjoni inkluziva, filwaqt li jiżgura l-kontinwità, il-kwalità u t-twassil f'waqt tas-servizzi;
- Jappoġġja l-ġestjoni, il-monitoraġġ u t-titjib tal-proċessi ta' assessjar, statementing, reviżjoni u appelli, inkluża l-implimentazzjoni u l-użu effettiv ta' sistemi diġitali relatati;
- Jikkoordina l-ġbir, il-validazzjoni, l-analiżi u r-rappurtar ta' data dwar studenti bi bżonnijiet edukattivi individwali u s-servizzi ta' appoġġ, sabiex jinforma l-ippjanar, l-allokazzjoni tar-riżorsi u t-tehid tad-deċiżjonijiet;
- Jassisti fl-ippjanar u l-koordinazzjoni tar-riżorsi umani u materjali meħtieġa għall-provvista inkluziva, inkluż l-appoġġ mogħti minn Learning Support Educators u professjonisti oħra;
- Jissorvelja u jikkoordina inizzjattivi, proġetti u pjanijiet ta' implimentazzjoni relatati mal-inkluzjoni, u jsejwi l-progress, ir-riskji, il-prodotti mistennija u l-miżuri ta' titjib;
- Jikkollabora ma' skejjel, kulleġġi, direttorati, professjonisti multidixxiplinari, ġenituri jew kustodji, u entitajiet pubbliċi, tal-Knisja, indipendenti u volontarji sabiex jissahħu l-koordinazzjoni u l-kontinwità tal-appoġġ;
- Jappoġġja l-iżvilupp u l-implimentazzjoni ta' programmi ta' induction, taħriġ, mentoring u żvilupp professjonali għall-persunal involut fl-edukazzjoni inkluziva;
- Jipprepara rapporti, briefings, analiżi, proposti, proċeduri operattivi standard u dokumentazzjoni oħra meħtieġa għall-amministrazzjoni u l-iżvilupp tas-servizzi inkluzivi;
- Jiżgura li l-operat u l-proċessi taħt ir-responsabbiltà tiegħu/tagħha jkunu konformi mal-leġiżlazzjoni, il-policies, il-proċeduri, l-istandards tal-kwalità u l-prinċipji ta' ekwità, aċċessibbiltà u rispett lejn id-drittijiet tal-istudenti;
- Jindirizza u jikkoordina, kif delegat, talbiet, każijiet kumplessi, ilmenti u komunikazzjoni mal-partijiet interessati, filwaqt li jżomm rekords preċiżi u jirrispetta l-kunfidenzjalità;
- Jwettaq dmirijiet manigerjali oħra relatati kif jista' jitqies xieraq sabiex jiġi żgurat servizz ta' edukazzjoni inkluziva effettiv, konsistenti u ta' kwalità;
- Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education and Sport
Job title	Senior Manager



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

Duties and responsibilities

The duties of a Senior Manager in the National Students Wellbeing Services Directorates within the Department for Educational Services include:

- i. Supports the Director General (Educational Services) and, in particular, assists the Director responsible for Inclusive Education;
- ii. Assists in the planning, coordination, implementation and monitoring of national policies, strategies, procedures and initiatives relating to inclusive education;
- iii. Coordinates the administrative and operational work associated with inclusive education services, ensuring continuity, quality and timely service delivery;
- iv. Supports the management, monitoring and improvement of assessment, statementing, review and appeals processes, including the implementation and effective use of related digital systems;
- v. Coordinates the collection, validation, analysis and reporting of data concerning learners with individual educational needs and support services, to inform planning, resource allocation and decision-making;
- vi. Assists in planning and coordinating the human and material resources required for inclusive provision, including support delivered by Learning Support Educators and other professionals;
- vii. Oversees and coordinates inclusion-related initiatives, projects and implementation plans, and monitors progress, risks, deliverables and improvement measures;
- viii. Collaborates with schools, colleges, directorates, multidisciplinary professionals, parents or guardians, and public, Church, independent and voluntary entities to strengthen coordination and continuity of support;
- ix. Supports the development and implementation of induction, training, mentoring and professional development programmes for staff involved in inclusive education;
- x. Prepares reports, briefings, analyses, proposals, standard operating procedures and other documentation required for the administration and development of inclusive services;
- xi. Ensures that operations and processes under his/her responsibility comply with legislation, policies, procedures, quality standards and the principles of equity, accessibility and respect for learners' rights;
- xii. Addresses and coordinates, as delegated, requests, complex cases, complaints and stakeholder communications, while maintaining accurate records and respecting confidentiality;
- xiii. Performs other related managerial duties as may be deemed appropriate to ensure an effective, consistent and high-quality inclusive education service;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvi. Any other duties as directed by the Principal Permanent Secretary