

Job description of an Education Officer (Service Provision) (EO – SP) - Subjects/areas

As part of the supportive central authority for educational service provision, the role of the Education Officer (Service Provision) (EO – SP) is to guide, coordinate and ensure an effective and efficient educational service provision across State, Church and Independent Sectors, at the Early, Junior, Secondary and Upper Secondary Years Cycles (collective known as General Education) within an established framework of decentralisation and autonomy. The service provision functions of EO – SP, shall include one of the following broad responsibilities:

- (a) ensuring equitable, effective and efficient use of resources for adequate operation and delivery of services in Colleges and Schools as deemed necessary to meet the expected national standards and within the agreed parameters;
- (b) guiding, monitoring, supporting and internally evaluating curricular provision, particularly teaching, learning and assessment, in Colleges and Schools by educators governed by the Government of Malta and the union of Teacher education agreement signed on 21st December 2017.
- (c) Advise and support stakeholders, especially Schools and Colleges on expected standards in: the curriculum in general and to teaching and learning, including:
 - i. Learning outcomes and actual content of Learning and Assessment Programmes;
 - ii. Recommended pedagogy;
 - iii. Access to learning and assessment;
 - iv. Assessment of, for and as Learning (ongoing and summative);
 - v. Institutional requirements including:
 - vi. Resources required to effectively deliver intended programmes;
 - vii. Evidence-based Internal Quality Assurance mechanisms, primarily revolving round the School Development Planning process;
 - viii. Individual requirements including characteristics and/or qualifications required for individuals fulfilling specific roles.
- (d) Lend expertise to stakeholders, especially but not limited to educational institutions in:
 - i. The promotion, development, coordination and delivery of professional development for educators and educational leaders for individual and organisational growth;
 - ii. Supporting the mentoring and/or coaching of Heads of Department, teachers and other educators particularly on curricular matters;

- iii. Offering subject-specific support to teachers in their curricular needs when requested;
 - iv. Work closely with other Education Officers, especially but not limited to those within the same learning area to ensure coherence;
 - v. Seek opportunities to integrate the Cross-Curricular Themes in the Learning Area and promoting its implementation as may be applicable;
 - vi. Lead and/or contribute in the setting up of relevant and appropriate national assessments, including but not necessarily limited to examination papers together with the related marking schemes as may be required;
 - vii. Participate in national examination paper/assessment setting boards;
 - viii. Participate in selection boards for regular and supply teachers related to the respective expertise as may be required to support service providers;
 - ix. Maintain updated official records related to professional duties, including the observations conducted in schools;
 - x. Liaise with technical personnel and/or any other professionals related to the respective area.
- e) Participate in relevant and related national and international projects and initiatives.
- f) Any other duties commensurate with its role and according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.