Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport (MES)
L-impjieg	Kap ta’ Dipartiment

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

Dmirijiet u responsabbiltajiet

3.1. Kap tad-Dipartiment (HOD) huwa responsabbli biex jikkoordina u jappoġġa b'mod ġenerali l-iżvilupp tal-qasam speċifiku li fih huwa fdat, f'numru ta' skejjel, li jikkontribwixxi kif jista' jkun meħtieġ, f'kordinazzjoni nazzjonali ta', u inizjattivi relatati mal-istess qasam taħt id-direzzjoni ta' MES. Il-Kap tad-Dipartiment huwa mistenni li jikkollabora ma' edukaturi oħra li jistgħu jappoġġaw dan l-isforz, taħt it-tmexxija pertinenti fil-livell rispettiv, anke billi jinvolvu ruħhom fl-iżvilupp ta' Sessjonijiet ta' Żvilupp Professjonali u Ippjanar tal-Iżvilupp tal-Iskola.

3.2. Kap tad-Dipartiment għandu jkompli jgħin fir-reviżjoni ċiklika tas-sillabi u l-Learning Outcomes Framework, ibbażat fuq proċess ta’ konsultazzjoni sod. Il-Kap tad-Dipartiment se jgħin ukoll fin-National Assessment Strategy, f’termini ta’ formulazzjoni, implimentazzjoni u evalwazzjoni. Il-Kap tad-Dipartiment għandu jaħdem u jgħin fuq l-inizjattivi kollha meħtieġa relatati man-National Education Strategy 2024 – 2030 b’referenza partikolari għall-miżuri għan-National Curriculum Framework rivedut. Dan huwa konformi mal-approċċ olistiku u mnaqqax fid-dokument li jinkludi miżuri relatati mal-benesseri tal-istudenti, l-inklużjoni u l-ekwità.

Id-dmirijiet ta’ persuna fil-ħatra ta’ Kap ta’ Dipartiment jinkludu:

i. tissodisfa l-obbligi ta' għalliem bl-aspettattivi relatati tiegħu, iżda fi ħdan il-parametri aġġustati miftiehma, u biex iservi wkoll bħala mexxej kurrikulari fil-livell lokali, speċifikament fil-livell tal-iskola u tal-Kulleġġ, taħt id-direzzjoni tal-Kap tal-Iskola fil-livell tal-iskola u tal-Kap tan-Netwerk ta’ Kulleġġ fil-livell tal-kulleġġ, filwaqt li ssegwi rirezzjoni nazzjonali mill-awtorità nominata, tipikament permezz tal-Uffiċjal/i Edukattiv/i;

ii. tgħin b’mod attiv lill-Kap tal-Iskola biex tassigura l-prattika tajba b’mod professjonali, l-istandards u l-kwalità tat-tagħlim u l-istruzzjoni tas-suġġett/i/qasam bi djalogu xieraq mal-għalliema tal-klassi u taħt id-direzzjoni tal-Uffiċjal Edukattiv ikkonċernat waqt li tippromwovi proċess ta’ osservazzjoni informali reċiproku ta’ prattiċi ta’ tagħlim fil-klassi;

iii. tagħti parir u tikkontribwixxi fl-iżvilupp tal-kurrikulu fil-livell tal-iskola u tas-sistema, taħt id-direzzjoni u l-gwida tal-Uffiċjal/i Edukattiv/i kkonċernat/i;

iv. tikkoordina l-istruzzjoni u t-tagħlim tas-suġġett/i/qasam li wieħed hu responsabli minnhom;

v. tissettja l-karti tal-eżamijiet, tikkoordina l-iskema tal-immarkar u timmodera l-eżamijiet u l-proċess tal-assessjar tal-iskola fejn tgħallem kif ukoll fi skejjel oħra;

vi. tagħti pariri u tgħin għalliema oħra (ara d-deskrizzjoni tax-xogħol) fis-suġġett/i/qasam tal-ispeċjalizazzjoni tagħhom;

vii. iwettaq dmirijiet kif mitlub mid-Direttur, STEM u Programmi Vokazzjonali (DSVP) u/jew mid-Direttur Ġenerali, Kurrikulu, Tagħlim tul il-Ħajja u Impjegabbilità (DCLE);

viii. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u

ix. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

3.3. Il-Kapijiet ta' Dipartimenti ġeneralment għandhom jkunu mqassma fl-iskejjel. Kull kulleġġ għandu gradwalment ikollu l-Oqsma Kurrikulari kollha (jew f'livell ta' suġġett jew f'livell ta' qasam), kif stabbilit minn żmien għal żmien minn Qasam Nazzjonali tal-Kurrikulu, kopert mis-servizzi ta' tim ta' Kap ta' Dipartiment responsabbli direttament lejn il-Kap tan-Netwerk ta' Kulleġġ, jew id-delegat tiegħu, safejn huma kkonċernati d-dmirijiet tal-Kap ta' Dipartiment. Il-Kapijiet ta' Dipartimenti jistgħu jagħtu servizz f'aktar minn kulleġġ wieħed skont il-ħtiġijiet li jinħolqu.

3.4. Il-Kapijiet ta' Dipartimenti għandhom jitqiesu bħala parti integrali mit-Tim Maniġerjali tal-Iskola u għandhom ikunu involuti fil-laqgħat kollha fil-livell tal-iskola li jinvolvi diskussjoni dwar materji tal-kurrikulu.

3.5. Il-partijiet jaqblu li l-appoġġ lil kollegi oħra permezz tat-trasferiment u l-kondiviżjoni tal-għarfien jikkostitwixxi parti intrinsika tar-responsabbiltajiet ta' Kap ta' Dipartiment; u għalhekk għandha tipprova tiffaċilita l-akkwist ta' ħiliet meħtieġa minn żmien għal żmien fuq parametri miftiehma b'mod reċiproku.

3.6. Il-Kap ta' Dipartiment tkun mistennija li ssegwi taħriġ u edukazzjoni speċjalizzati sponsorjati mill-Awtoritajiet Edukattivi.

Annex A

Ministry	Ministry for Education and Sport (MES)
Job title	Head of Department

MINISTRY FOR EDUCATION AND SPORT

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

3.1. A Head of Department (HOD) is responsible to generally coordinate and support the development of the specific area with which s/he is entrusted, across a number of schools, contributing as may be required, in National coordination of, and initiatives related to, the same field under the direction of MES. The Head of Department is expected to collaborate with other educators who may be supporting this endeavour, under the pertinent leadership at the respective level, also by engaging in the development of Professional Development Sessions and School Development Planning.

3.2. A Head of Department shall continue to assist with the cyclical review of syllabi and the Learning Outcomes Framework, based on a solid consultation process. The Head of Department will also assist in the National Assessment Strategy, in terms of formulation, implementation and evaluation. The Head of Department shall work and assist on all the necessary initiatives related to the National Education Strategy 2024 – 2030 with particular reference to measures to the revised National Curriculum Framework. This is in line with the holistic approach and shrined in the document which includes measured related to the students' wellbeing inclusion and equity.

The duties of a Head of Department include:

i. fulfilling the obligations of a teacher with all its related expectations, but within the agreed adjusted parameters, and to additionally serve as the curricular leader at the local level, specifically at School and College level, under the direction of the Head of School at school level and the Head of College Network at college level, whilst following National direction from the designated authority, typically through the Education Officer/s;

ii. actively assisting the Head of School in ensuring the good professional practice, standards, and quality of the teaching and learning of subject/s/areas through proper dialogue with the class teachers and under the direction of the relative Education Officer while promoting a healthy process of reciprocal informal observation of class teaching practices;

iii. advising and contributing to curriculum development at school and system level under the direction and guidance of the respective Education Officer/s;

iv. co-ordinating the learning and teaching of the subject/s/area for which one is responsible;

v. setting examination papers, co-ordinating marking schemes and moderating examinations and assessment processes at one's school as well as in other schools;

vi. mentoring other teachers (see job description of Mentor) in the subject/s/area of their speciality;

vii. performing other duties as requested by the Director, STEM and Vocational Programmes (DSVP) and/or the Director General, Curriculum, Lifelong Learning and Employability (DCLE);

viii. undertake any other tasks, which the superior may delegate to him/her, as may be required; and

ix. any other duties as directed by the Principal Permanent Secretary.

3.3. Heads of Departments shall generally be organised across schools. Each college shall gradually have all the Curricular Areas (either at subject or at area level), as established from time to time by the National Curriculum Framework, covered by the services of a team of Head of Department directly accountable to the Head of College Network, or his delegate, in as far as Head of Department duties are concerned. Heads of Departments may give service in more than one college depending on the arising needs.

3.4. Heads of Departments shall be considered as part and parcel of the School Management Team and must be involved in all meetings at school level that involves discussion about curriculum matters.

3.5. Parties agree that the support to other colleagues through transfer and knowledge sharing constitutes an intrinsic part of the responsibilities of a Head of Department; and shall hence endeavour to facilitate acquisition of skills necessary from time to time on mutually agreed parameters.

3.6. Head of Department shall be expected to undergo specialised education and training sponsored by the Education Authorities.