



STANDARD REQUIREMENTS

Post of Supply Teacher

Eligibility Requirements

1. By the closing date and time of this call for applications, applicants must be:

- i) proficient in the English language. Due consideration will be given to candidates who are proficient in the Maltese Language; **AND**
- ii) in possession of a teaching qualification which would lead to the attainment of a Permanent Warrant irrespective of which subjects will be taught **OR**
- iii) in possession of a qualification not related to teaching at MQF Level 6 or higher qualification **OR**
- iv) in possession of a qualification at MQF Level 5 in the subject/area applied for or a comparable qualification AND four (4) passes at Ordinary Level &/or Secondary Education Certificate (MQF Level 3) or a recognized comparable qualification which must include English Language, Maltese Language and Mathematics; **OR**
- v) in possession of a qualification at MQF Level 4 in the subject/area applied for or Two (2) subjects at Advanced Matriculation Level (minimum grade C) or a comparable qualification AND four (4) passes at Ordinary Level &/or Secondary Education Certificate (MQF Level 3) or a recognized comparable qualification which must include English Language, Maltese Language and Mathematics.

Qualifications which are at an MQF level higher than the ones specified above will also be accepted for eligibility purposes if such qualifications meet the subject requirements.

2. Qualifications and experience claimed must be supported by relevant documentation. Original certificates and/or other documentation must be produced during the interview for verification.

3. Proven relevant work experience will be considered an asset.
4. Eligible candidates will be requested to attend for an interview.

Applicants who are in their final year of studies reading for a course that will lead to a teaching qualification, may still apply subject that documentary evidence from the educational institution is provided as a confirmation.

Terms and Conditions

- The post of Supply Teacher is on an indefinite basis.
- The post of Supply Teacher is subject to a probationary period of one (1) year.

Duties

A full time teacher has the following working load and receives a yearly teacher's allowance in addition to their salary to cover any class teacher or extra duties deemed to be necessary for the effective and efficient running of the school.

School hours are Monday to Friday from 08:30 till 15:30 with one afternoon off per week. School hours during half days are from Monday to Friday from 08:30 till 13:00

- *Junior School:* A contact period of 22.7 hours
- *Middle, Senior and IB School:* A contact period of 18.7 hours per week.

Duties and Responsibilities of a full-time supply teacher:

- Planning, preparing and delivering lessons to all students in the class;
- Teaching according to the educational needs, abilities and achievement of the all students pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils at the College and elsewhere as requested by the Head of School or the Head of Department as directed by the Head of School;
- Cooperating with the Senior Management Team, Heads of Department and Subject Coordinators to achieve the principles, aims and objectives of the National Minimum curriculum and the School Development Plan. The College will provide all staff with the necessary training through in-house training and/or other courses provided by the Education Directorate.
- Writing and marking of examination papers and work in conjunction with the LSEs and INCO on adapted/differentiated examination papers for students with individual educational needs.

- Supervising candidates under examination conditions during normal working hours;
- Keeping methods of teaching and programmes of work under review and modifying them as the need arises or as directed by the Head of School;
- Registering and monitoring the attendance of students under one's care;
- Reporting on the attainment of the individual students and offering advice for the future as appropriate. All teachers will write assessment reports within the established timeframe after the mid-year and annual exams, and whenever requested by the Head of School, the Head of Section, or in cases of referral to other professionals when the students have special learning needs;
- Maintaining good order and discipline among pupils and following appropriate procedures for their safety;
- Motivating their students in broadening their overall educational experience at the College, emphasizing the importance of participation in local and international competitions related to their subject;
- Maintaining the classroom environment in such a way as to stimulate students through the use of notices, posters and/or other visual aids, subject to approval by the Head of School at the beginning of the scholastic year.
- Attending and participating in all school functions during normal school hours, including Sports Day, staff meetings and in two Parents' Meetings, each held over one school day, one during the first and the other during the second term respectively. Staff are expected to attend one school leaving ceremony and one prize day ceremony.

Part Time Supply Teachers

A part time teacher should follow the full time teacher's job description. A part time teacher will be paid pro-rata of the appropriate scale.

St Edward's College has a zero-tolerance policy towards any form of child abuse. The School adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.