



Job Description – Head of Section

The Head of Section – will ensure the efficient running of the Section with a view to its long-term success and in the best interests of the students, their parents and all members of the staff and shall always adhere to the principles underlying the College Mission Statement. The Head of Section will cooperate, communicate and liaise with all other Sections with the understanding that each section is part of a greater whole that is St Edward's College.

The responsibilities of Head of Section include:

1. Ensuring that all members of staff and students are aware of and adhere to the College Mission Statement.
2. Ensuring that all staff in the section are aware of their duties and responsibilities as outlined in the Employee Handbook.
3. Attending and participating in all Senior Leadership Team (SLT) meetings.
4. Conducting staff observations twice a year, as per teacher observation procedures.
5. Arranging for and leading orientation visits/programmes for new staff and students, at the beginning of the scholastic year, and as/when the need arises during the scholastic year.
6. Adopting procedures which address the day-to-day running of the Section. These requirements would entail:
 - a. Ensuring that teachers are aware of the School Mission Statement, its relevance to their teaching and its application to the learning procedures.
 - b. Providing support, supervision and guidance to all staff members in the Section.
 - c. Being proactive in communication with staff, students and parents.
 - d. Ensuring punctuality (for example with the start and conclusion of lessons and school-related activities).
 - e. Promoting the school's philosophical and pedagogical approach: supporting members of staff to familiarise themselves the school's approach and interpret this in practice for a curriculum to be delivered in a relevant and enquiry-based manner through Think/Understand/Learn, (TUL).
 - f. Ensuring that students' tasks, assignments both at home and in school are relevant and reasonable.
 - g. Ensuring that students are always supervised.
 - h. Following up and supporting teachers with matters associated with the well-being, discipline and pastoral needs, of the students.
 - i. Responding to alerts about students experiencing difficulty and liaising with the Student Support Team, (SST)
 - j. The Headmaster is kept up-to-date on all matters in the section.

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Boarding: boarding@stedwards.edu.mt; ICT: ictdept@stedwards.edu.mt

7. Contributing proactively to the College's future and current development as a member of the College SLT.
8. Overseeing and managing issues associated with the curriculum and if/where necessary, and in consultation with the Headmaster, liaise with external entities relevant to the Junior School sector section including Education Directorates/Ministry, IBO and Cambridge IGCSE, to ensure that all regulations and requirements, whether written or otherwise, including the regulations and requirements of the current Education Act and all relevant legislation, or those of an external body whose curriculum SEC is delivering, are strictly adhered to.
9. Ensuring students are welcomed to an educational institution which promotes a collaborative, respectful, civilised, caring, healthy and happy community; where priority is given to high moral standards, self-discipline, and spiritual development consistent with a Catholic School and where respect, collaboration, empathy and understanding are extended to students of other denominations, cultures or creeds.
10. Ensuring that lines of communication between the parent body and SEC are efficient and professional. Communication with staff and parents is answered in a timely manner, using appropriate channels of communication.
11. Adhering to the college rules and regulations including dress code and appearance. These should also be clearly communicated and adhered to by staff and students.
12. Securing the adequate curriculum resources for all students and staff, in liaison with the Bursar.
13. Endorsing supervision timesheets in a timely manner to avoid late submissions to the Accounts office on time.
14. Participating in the planning of events which include but are not limited to college calendar, outings, live-ins, sports day etc