



**SACRED
HEART
COLLEGE**

Call for Applications for the Post of Head of the Senior School at Sacred Heart College, St Julian's

Sacred Heart College would like to remind all interested applicants that it has a zero-tolerance policy towards any form of child abuse. Sacred Heart College adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Educations Regulations 2016) in its recruitment process. It also adheres to the Maltese Ecclesiastical Province Safeguarding Policy published in 2024.

All references to the male gender include the female gender.

31st October 2025

1. GENERAL

- 1.1 Sacred Heart College invites applications for the post of **Head of the Senior School** from outstanding, talented educators who are in possession of the necessary qualifications and experience identified hereunder.

2. TERMS AND CONDITIONS

- 2.1 The salary for the post of Head of School is on Salary Scale 5, which in 2025 is €34,184 per annum, rising by annual increments of €641 up to a maximum of €38,030.
- 2.2 A Head of School in Salary Scale 5 shall benefit from a Class Allowance, which in 2025 is €7,440 per annum and shall also be entitled to a Responsibility Allowance, which in 2025 is €1,810 per annum and a Works Resources Allowance, which in 2025 is €750 per annum. A Head of School in Salary Scale 5 shall also benefit from an allowance based on their school population.
- 2.3 A Head of School in Salary Scale 5 with twenty-five (25) years of teaching experience, five (5) years of which must be as service in the grade of Head of School, shall progress to Salary Scale 4, which in 2025 is €41,530 per annum.
- 2.4 A Head of School in Salary Scale 4 shall benefit from a Class Allowance, which in 2025 is €7,500 per annum and shall also be entitled to a Responsibility Allowance, which in 2025 is €2,250 per annum and a Works Resources Allowance, which in 2025 is €750 per annum. A Head of School in Salary Scale 4 shall also benefit from an allowance based on their school population.
- 2.5 This appointment, which is subject to a probationary period of twelve (12) months, is on full-time, indefinite basis and is subject to all applicable rules and regulations, particularly those established from time to time in the Church Schools Sector and by the Sacred Heart College Foundation.

- 2.6 The successful candidate will be supported through an appropriate induction and onboarding programme during the probationary period and at any such time as deemed required by the College Director. The induction and onboarding programme is considered to be an integral feature of the employment process of the College.

3. DUTIES

- 3.1 The core responsibility of the Head of the Senior School is to serve as the Educational and Operational Leader of the Senior School community, with the ultimate aim of ensuring high-quality and equitable educational provision which meets the diverse needs of all learners. The Head of the Senior School is also responsible for nurturing the School ethos, acting as its prime promoter. Together with the other members of the Senior Leadership Team of the Senior School, the Head of the Senior School is also responsible for fostering a climate of genuine collegiality amongst community members, setting the pace through purposeful leadership and active nurturing of a Community of Professional Educators, including through focused leadership in School Development Planning. The core role of the Head of School, is to:
- 3.1.1 promote and pursue the mission of the Senior School in providing an equitable, high-quality holistic education for all learners, raising and maximising the individual as well as the collective level of attainment whilst narrowing gaps that may persist;
 - 3.1.2 provide strategic leadership and direction to staff and the rest of the Senior School community, as well as the overall day-to-day management of the School;
 - 3.1.3 assume a leading role in organising and coordinating all activities related to curriculum development and delivery;
 - 3.1.4 develop and maintain an emotionally, psychologically and physically safe, as well as orderly school, through a creative and cognitively stimulating environment that is conducive to learning;



- 3.1.5 promote and ensure compliance with national policies and the Secretariat for Catholic Education's policies and/or documents, which include: the *Respect for All Framework (2014)*, and *Safeguarding Policy (2024)* adopted by the Church in Malta and Gozo;
 - 3.1.6 facilitate and nurture Professional Development for Educators;
 - 3.1.7 lead educational development particularly at the local level, whilst generally contributing at the national level also by serving as a catalyst for positive change;
 - 3.1.8 take responsibility for all necessary measures required in endeavouring to meet the school's staff complement.
 - 3.1.9 Foster a School climate deeply rooted in Catholic values and the values of the Society of the Sacred Heart, inspiring all members of the School community to think, act and serve in the spirit of the Gospel.
- 3.2 The **overall purpose** of the post of Head of the Senior School is:
- 3.2.1 to provide professional leadership and to ensure the implementation and development of the National Curriculum Framework;
 - 3.2.2 to secure whole-school commitment to the curricular philosophy, values and objectives of a Sacred Heart Education through effective school team building, communication and collaborative approach to decision-making;
 - 3.2.3 to promote and further the holistic education of each student in the Senior School;
 - 3.2.4 to observe and uphold a zero-tolerance policy towards any form of child abuse;
 - 3.2.5 to organise, manage and control efficiently and effectively the human, physical and financial resources of the School in consultation and close collaboration with the personnel at the College within whose responsibility these areas fall



and according to the policies and procedures as formulated and established from time to time at the College.

- 3.2.6 to actively seek to participate in the design, formulation and implementation of projects that tap EU funding and establish partnerships with other schools in Malta and in Europe.
 - 3.2.7 to accompany or substitute the College Director if/as necessary and participate in meetings held by the Secretariat for Catholic Education, collaborating with other Heads of School in a manner that maximises networking under the leadership of the Delegate for Catholic Education and according to the direction guidelines established by the competent authorities;
 - 3.2.8 to promote the ethos, charism, mission and goals of the Society of the Sacred Heart.
 - 3.2.9 to carry out any other duties as directed by the College Director, as duly authorised by the Board of Governors.
- 3.3 The main duties of the post of Head of the Senior School are:
- 3.3.1 to formulate, in a collaborative manner with the broader School team the Senior School's aims, objectives and policies in conformity with the Education Act and related legal notices, and the directives and regulations of the Educational Authorities, of the Secretariat for Catholic Education and of Sacred Heart College, and to lead the Senior School team accordingly;
 - 3.3.2 to ensure such human resourcing as is required to meet the needs of the Senior School in fulfilment of its vision and in adherence to legislative and regulatory parameters in force at any time;
 - 3.3.3 to facilitate a participatory team building and collegial process leading to the formulation and ongoing review of the School Development Plan;
 - 3.3.4 to build and maintain an effective and open channel of communication within the school community, with other Church Schools, with other Sacred Heart



Schools in the Network and worldwide, with the Secretariat for Catholic Education, with officials from the Ministry for Education, Sport, Youth, Research and Innovation, the local community and other external agencies;

- 3.3.5 to direct the planning, organisation and coordination of curricular and other related initiatives and activities throughout the year;
- 3.3.6 to keep abreast with ongoing professional development in educational and administrative leadership and management and nurture the role of mentors in the Senior School;
- 3.3.7 to ensure order and discipline, help to preempt and resolve conflicts, and promote healthy relationships between students, staff and parents/guardians;
- 3.3.8 to ensure the timely implementation of established disciplinary procedures;
- 3.3.9 to ensure that network participants can communicate in an informal but well-structured manner;
- 3.3.10 to ensure that all policies are being carried out effectively;
- 3.3.11 to ensure and enable an effective pastoral care system for students that shares and promotes Catholic values and the goals and spirit of a Sacred Heart education;
- 3.3.12 to ensure that members of the Senior Leadership Team are regularly assigned focus areas for the optimal implementation of Senior School policies and development plan;
- 3.3.13 to supervise the academic and pedagogical quality of teaching and learning;
- 3.3.14 to take responsibility for and optimally carry out any tasks related to the post as may be delegated by the College Director and/or the Board of Governors of the Sacred Heart College Foundation;

3.4 In relation to **Curriculum Development**, the Head of the Senior School is expected:



- 3.4.1 together with the College Director, the Senior Leadership Team and teachers, and in consultation with the relevant personnel within the Secretariat for Catholic Education and such other designated or indicated authorities as appropriate, to determine strategies for the effective implementation of the National Curriculum Framework, such as teaching and learning strategies, the use of educational resources and services, the selection of textbooks, etc;
 - 3.4.2 to implement quality assurance mechanisms that maintain high standards of teaching and learning in the school;
 - 3.4.3 to promote the enrichment of the curriculum through activities organised within and outside the Senior School;
 - 3.4.4 to ensure that the curriculum includes holistic learning activities that consider and provide for the diverse talents and learning modes, abilities and potential of all students in the School, that it promotes and enriches students through the integration of technology and modern teaching and learning styles and utilises and aligns with the resources of the local community as well as those of national, European and international organisations;
 - 3.4.5 to motivate and support all categories of staff with the objective of pursuing lifelong learning opportunities, including career development and progression;
- 3.5 In relation to **Student Matters**, the Head of the Senior School is expected:
- 3.5.1 to facilitate the provision of effective psycho-social services and the effective delivery of pastoral care services for students;
 - 3.5.2 to follow the criteria set by the Secretariat for Catholic Education in respect to the enrolment of new students;
 - 3.5.3 to follow the policy and procedures set by the Secretariat for Catholic Education for students requiring specialised services;



- 3.5.4 to develop and sustain procedures, in liaison with the Head of the Junior School, to facilitate the transition of students from the Junior School to the Senior School of the College;
 - 3.5.5 to implement an effective referral policy and procedures for students requiring specialised services;
 - 3.5.6 to promote an inclusive School policy;
 - 3.5.7 to facilitate and nurture a safe **environment at the** School and uphold a zero-tolerance policy towards any form of bullying;
 - 3.5.8 to promote an effective student participation policy;
- 3.6 In relation to the **leadership of Teaching Personnel**, the Head of the Senior School is expected:
- 3.6.1 to nurture the development and maintenance of the professional School Team leading to active participation in decision-making, taking timely follow-up action and facilitating school self-evaluation exercises;
 - 3.6.2 to involve the Deputy Heads to the various roles and tasks of leadership; directing, in collaboration with the personnel at the College within whose responsibility these areas fall, the induction of new staff and motivating, supporting, developing, monitoring, acting as mentors, and appraising professional and non-professional staff;
 - 3.6.3 to guide management processes, including applicable performance management programmes, to ensure academic and pedagogical quality assurance and standards of teaching and learning;
 - 3.6.4 to manage and mentor any other personnel attached to the Senior School on a permanent or temporary basis and falling under the remit of the Head of the Senior School in order to ensure a high level of motivation and quality service;
 - 3.6.5 to ensure that the notion of inclusivity in its widest definition, is integrated into school life programmes and initiatives.

- 3.7 In relation to **Home-School Community Links**, the Head of the Senior School is expected:
- 3.7.1 to create and promote links with the Sacred Heart Schools Network, the local community, Church entities, and other organisations;
 - 3.7.2 to encourage and foster timely parental involvement in children's educational development; while providing staff with a clear direction, encouraging them to seek effective ways to enhance parental involvement in students' educational development and curricular activities;
 - 3.7.3 to encourage parents/guardians to engage in lifelong learning opportunities leading to personal development whilst promoting enhanced involvement in the community life at the School;
 - 3.7.4 to raise awareness among parents at the School of their responsibilities towards their children's well-being and welfare and ensure that they strictly observe the School's rules and regulations, including among others, those related to punctuality both at the beginning and at the end of the school day;
- 3.8 In relation to **Administration** the Head of the Senior School, together with the Senior Leadership Team is expected:
- 3.8.1 to optimally carry out the annual School classification exercise and ensure the proper preparation of timetables and assigning of classes, subjects and responsibilities to teachers, bearing in mind the holistic needs of students at the School;
 - 3.8.2 to ensure that the duty of providing cover for absent teachers is discharged fairly and that equitable processes to carry out the exercise are in place at the School;
 - 3.8.3 to ensure the compilation and upkeep of all internal and external Senior School statistics, as well as student and staff records, whether these are required to meet statutory or College-specific regulatory requirements;



- 3.8.4 to ensure the provision of a functional academic record-keeping and filing system which allows for easy retrieval, and the timely and correct submission of data and information requested by regulatory bodies, the Secretariat for Catholic Education and other authorised entities;
 - 3.8.5 to take part in EU projects and other projects in accordance with SDP targets and the educational strategy of the College;
 - 3.8.6 to ensure timely processes for resourcing;
 - 3.8.7 to maintain necessary information to ensure efficient and orderly school transport if so required;
 - 3.8.8 to annually submit SSR, Capacity Building and NSSIS documentation to the designated authorities, presenting the latter, together with the School Development Plan and Annual Report, to the Secretariat for Catholic Education, and to present such other documentation as is required;
 - 3.8.9 to present on request, written reports to the Board of Governors and the College Director;
- 3.9 In relation of **Finances**, the Head of the Senior School is expected:
- 3.9.1 in consultation and close collaboration with the College Director, to present to and assist the Accounts Team Lead in the preparation of the capital and recurrent school budget estimates for the Senior School, within the parameters and priorities established by the Board of Governors, the Finance Committee and the College and to contribute to the preparation of any School business or financial plans related to the Senior School as necessary;
 - 3.9.2 to ensure the effective management and control of funds according to the established financial regulations of the College and to follow all such policies, processes and procedures as formulated and established from time to time by the Accounts Team of the College.

- 3.10 The Head of the Senior School shall be expected to attend and contribute to meetings with the Board of Governors of the Sacred Heart College Foundation, the Finance Committee of said Foundation and the PTA of the College, which meetings may be held outside school hours, without recourse to further remuneration.
- 3.11 The Head of the Senior School shall be expected to continue developing the necessary technical, digital, leadership and management knowledge, competencies and skills to optimally carry out all the duties and functions related to the post.
- 3.12 In carrying out any and all the duties above as well as those generally related to the post, the Head of the Senior School is to work in consultation and close collaboration with, and/or under the direction of the College Director, according to the policies in force at any time at Sacred Heart College.

4. ELIGIBILITY REQUIREMENTS

- 4.1 By the closing date of this call for applications, applicants must be:
- 4.1.1 citizens of Malta, **OR**
 - 4.1.2 citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; **OR**
 - 4.1.3 citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **OR**
 - 4.1.4 any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in clauses 4.1.1, 4.1.2 and 4.1.3; **OR**



- 4.1.5 third country nationals who have been granted long-term resident status in Malta under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations; 2006” or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”; **OR**
 - 4.1.6 in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.
 - 4.1.7 The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.
 - 4.1.8 The appointment of candidates referred to at 4.1.2, 4.1.3, 4.1.4, 4.1.5 above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.
- 4.2 Additionally, applicants must
- 4.2.1 be able to communicate in Maltese and English;
 - 4.2.2 be in possession of a Permanent Teacher’s Warrant;
 - 4.2.3 have not less than ten (10) scholastic years of teaching experience in addition to four (4) scholastic years of service in the grade of Deputy Head of School (formerly Assistant Head of School), Head of Department, or Leadership roles within educational institutions. Part-time years of service will be calculated on a pro-rata basis for the purposes of this clause **AND**
 - 4.2.4 are in possession of a full qualification at MQF Level 7 (with a minimum of 90 ECTS) in Educational Leadership and Management, DEAM, PGDEAM or a comparable qualification, as determined by the competent authorities.



- 4.3 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a recognised MQF level programme of study, as required in the aforementioned eligibility criteria or higher, by the closing date of the call for applications.

- 4.4 Furthermore, eligibility criteria will also take into consideration all previous years of satisfactory service in the relevant grades and qualifications accrued by applicants. Thus, it will make applicants possessing accrued requirements eligible for any post following a call for application as stipulated in the Collective Agreement between the Church Authorities and the Malta Union of Teachers (MUT) 01 January 2023 - 31 December 2027. As such, service in higher or equivalent roles at the time of application, which may include roles not regulated by the aforementioned agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades regulated by the aforementioned agreement.
- 4.5 Applicants must be of good moral character and must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application.
- 4.6 Applicants must be eligible to take up their due appointment, in terms of 4.1 and 4.2 above, not only by the closing date of this call for applications but also on the date of appointment.

5. SUBMISSION OF SUPPORTING DOCUMENTATION

- 5.1 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from the Malta Qualifications and Recognition Information Centre (MQRIC), or other designated authorities, as applicable, as per provisions applicable to this call for applications.
- 5.2 Qualifications and/or experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be

accompanied by a transcript (Diploma/Certificate supplement) in English, showing the degree obtained and the final classification.

- 5.3 Original certificates and/or testimonials must be produced for verification at the interview.

6. SELECTION PROCEDURE

- 6.1 Eligible applicants will be assessed by an Interviewing Board appointed by the Board of Governors of the Sacred Heart College Foundation to determine their suitability for the post.
- 6.2 Interview results will be communicated within fifteen (15) working days from the interviews.
- 6.3 Candidates will be given the result of the interview as a global mark. They may request a breakdown of their own personal result within seven (7) working days from when the result is sent. Any such request must be made in writing and addressed to the Chairperson of the Interviewing Board at Sacred Heart College at the email address bogchairperson@sacredheart.edu.mt
- 6.4 Candidates are entitled to appeal the result of their interview. Any such request must be made in writing and addressed to the Delegate for Catholic Education at the address 36, Idmejda Street, Balzan BZN1520 providing a clear indication why the candidate in question does not agree with the result. Such an appeal should reach the Delegate for Catholic Education within ten (10) working days from when the result is sent.
- 6.5 In case of an appeal, an Appeals Board shall be set up which will be composed of a Chairperson appointed by agreement between the Secretariat for Catholic Education and the MUT and two other persons, one nominated by the Secretariat for Catholic Education and another nominated by the MUT.
- 6.6 The Appeals Board will review the selection process to ensure that the applicant has been treated in a fair, honest and just manner according to the set eligibility and assessment criteria. If this is not the case, a new interviewing board is appointed by

Sacred Heart College and the process is repeated. The Appeals Board does not replace the proper role and functions of the Interviewing Board.

7. SUBMISSION OF APPLICATIONS

- 7.1 Interested applicants are required to send a letter of application, a detailed CV in Europass Format, the name of two referees, copies of all qualification certificates, as well as any other relevant documentation.
- 7.2 Candidates are required to provide a breakdown of their years of teaching experience in their CV. This breakdown must also include any period of unpaid/paid leave availed of. In this context, paid leave does not refer to the special leave entitlement for education grades.
- 7.3 All applications **must be sent by email by Friday 21st November, 2025 on vacancies@sacredheart.edu.mt** and addressed to HR, Sacred Heart College.
- 7.4 All applications will be acknowledged by email by Sacred Heart College within two working days after the closing date of applications.
- 7.5 Applications by post or by hand will not be accepted.
- 7.6 Late applications shall not be considered.