



San Andrea School

Assistant Head of the Early & Middle Sectors

(Primary School)

The Assistant Head of the Early and Middle Sectors will play a crucial role in supporting the Head in the leadership and management of the school. The Assistant Head will lead initiatives to create a nurturing and supportive environment for all students, ensuring their emotional, social, pastoral and academic needs are met. The core responsibility of the Assistant Head is to assist and deputise for the Head in pursuance of his/her role as the sector's educational and operational leader by undertaking such professional and administrative duties as are delegated by the Head. The Assistant Head is also responsible for the fostering of a climate of genuine collegiality amongst community members, setting the pace through active engagement in the development of a community of professional educators, including through School Development Planning.

Key Responsibilities:

- Support the Head of Sector in the effective leadership and management of all human, physical, and educational resources within the sector.
- Assist in the planning, implementation, and evaluation of curriculum development and innovation, in line with the National Curriculum Framework and the school's strategic goals.
- Promote and support student wellbeing, including academic, social, emotional, and behavioural development.
- Collaborate with the Senior Leadership Team to ensure alignment and integration between the Early, Middle, and Senior Sectors.
- Take responsibility for specific year groups, subjects, or thematic areas as delegated by the Head.
- Contribute to the daily leadership of the school and assume responsibilities in the Head's absence.
- Coordinate sector-level curriculum planning, delivery, assessment, and review processes.
- Foster a safe, inclusive, and engaging learning environment that supports all learners.

- Lead and model professional collaboration, nurturing a strong Community of Professional Educators.
- Mentor and support newly qualified or recruited educators and staff requiring additional guidance.
- Encourage the use of innovative and student-centred pedagogical practices across the sector.
- Promote staff engagement in EU-funded projects, eTwinning, and technology-enhanced learning initiatives.
- Coordinate international benchmarking assessments such as PIRLS AND TIMSS and TIMSS, supporting quality assurance and school improvement.
- Build and maintain links with local and international agencies to support educational development.
- Cover/replace teachers during lessons when needed.
- Carry out any additional duties assigned by the Head of Sector or the Director for Education.

Requirements: Qualifications and Experience:

- A Permanent Teaching Warrant
- At least 10 years of teaching experience in a licensed school, five of which in a Primary School.
- Excellent interpersonal, communication and leadership skills
- Ability to build positive relationships with students, staff, parents, and the wider community.
- A postgraduate degree in education or management and/or experience in Senior Leadership roles will be given due consideration.

Applying for the Role:

Interested candidates are invited to submit their curriculum vitae together with a cover letter addressed to the School Director for Education, detailing their qualifications and relevant experience and send both by email to vacancies@sanandrea.edu.mt **by Sunday 28th June 2026**. Please indicate “Assistant Head of Early & Middle Sectors” in the subject line of your email application.
