



San Andrea School

Job Description: School Director for Education

Summary:

As the School Director for Education, you will hold the principal role of leading and managing the educational operations of the School. You will be responsible for fostering an enriching educational environment ensuring compliance with education requirements. Your role will encompass diverse responsibilities, including providing educational leadership, attending conferences and liaising with the national education authorities, holding the School license, facilitating communication between parents and Heads of Schools, coordinating the different sectors within San Andrea, resolving matters between departments, implementing policies in line with the School Board's vision, mediating between teachers, maintaining discipline, and collaborates with the CEO in representing the School in matters concerning the teacher union.

Roles and Responsibilities:

Educational Leadership:

- ✓ Provide strategic direction and leadership for the entire School community, promoting a shared vision and mission to achieve academic excellence and holistic development.
- ✓ Cultivate a positive and inclusive School culture that encourages creativity, critical thinking, and continuous improvement.
- ✓ Mentor other members of the Senior Leadership Team.

Attend Conferences and liaise with MATSEC and the national education authorities:

- ✓ Represent the School at educational conferences, seminars, and workshops to stay updated on best practices and innovations in education.
- ✓ Utilize acquired knowledge to enhance the School's academic programs and teaching methodologies.
- ✓ Liaise with MATSEC on practices related to the School Based Assessment.
- ✓ Liaise with the national education authorities.

Qualifications and School Licensure:

- ✓ Hold the necessary qualifications, certifications and licenses required to maintain the School's license.
- ✓ Ensure the School adheres to all educational regulations and standards.
- ✓ Manage School audits (internal and external).

Coordinate Between Different Sectors:

- ✓ Coordinate between the Early and Middle and the Senior sectors to align policies and knowledge transfer for seamless transitions between educational levels.

- ✓ Establish open lines of communication between both Schools to foster a cohesive learning environment and exchange best practices.
- ✓ Facilitate seamless coordination and collaboration among various departments and sectors within the School.
- ✓ Ensure efficient resource allocation and alignment of goals to achieve the School's mission.

Relationship with School CEO and the San Andrea Board:

- ✓ In terms of the School Statute, you will report directly to the School CEO.
- ✓ Whenever required, you will attend School Board meetings for the purposes of providing regular updates, reports and recommendations.

Enhancing Student Registrations

- ✓ Subject to applicable regulations established by the Parents Foundation for Education, you will be responsible for overseeing School student registration policies and overseeing all procedures in this regard, including but not limited to the review of all procedures and attendance to presentation of School when required.

Non-exclusive Interface between Parents, the Board and Heads of School:

- ✓ Foster open and effective communication between parents, the board and Heads of School.
- ✓ Address parental concerns and maintain a collaborative relationship with the School community.

Implementation of Board and CEO Policies:

- ✓ Collaborate with the CEO and the School Board to implement policies, guidelines, and initiatives that align with the School's vision and mission.
- ✓ Ensure compliance with established policies and procedures throughout the School.

Human Resources Management of Educators:

- ✓ Act as a point of contact for all matters related to the HR management of educators.
- ✓ Foster a positive and collaborative work culture that supports the professional growth and wellbeing of all educators and staff and act as a mediator to resolve conflicts or disputes.

In Charge of Discipline:

- ✓ Establish and enforce a comprehensive disciplinary framework that promotes a safe and respectful learning environment for all members of the San Andrea community.
- ✓ Handle disciplinary matters with fairness, consistency, and a focus on student development.

Representation in Teacher / Union Matters:

- ✓ Collaborate with the CEO and the School Board to represent the School's interests in discussions and negotiations with the teacher union.
- ✓ Advocate for the welfare of both educators and the School, ensuring a productive and cooperative relationship.

Qualifications:

- ✓ Master's degree in Educational Leadership
- ✓ Minimum of 5 years' experience in educational leadership and administration, preferably in a headship capacity.
- ✓ Excellent communication, interpersonal, and problem-solving skills.
- ✓ Strong leadership abilities, fostering teamwork and collaboration among staff.
- ✓ Thorough understanding of educational policies, regulations, and best practices.
- ✓ Ability to make informed decisions and manage resources effectively.

As the School Director for Education, you will play a crucial role in guiding the School towards educational excellence and providing a nurturing environment for students and staff. Your ability to respond to the CEO and the School Board, collaborate with stakeholders, and implement effective policies will contribute significantly to the School's success and positive impact on the lives of its members.

Interested candidates are invited to submit their curriculum vitae together with a cover letter detailing their qualifications and relevant experience to schoolboard@sanandrea.edu.mt by the 22nd May, 2024. Please indicate "School Director for Education" in the subject line of your email.