

# Anness A

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| <b>Ministeru</b> | Ministeru għall-Edukazzjoni, l-Isport, iż-<br>Żgħażaġh, ir-Riċerka u l-<br>Innovazzjoni (MEYR) |
| <b>L-impjieg</b> | Koordinaturi fuq bażi part-time għall-<br>catch-up classes tas-sajf                            |



MINISTERU GĦALL-EDUKAZZJONI, L-ISPORT, IŻ-  
ŻGĦAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI  
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

## **Dmirijiet u responsabbiltajiet**

Id-dmirijiet ta' Koordinaturi fuq bażi part-time għall-catch-up classes tas-sajf jinkludu:

### **Centre Coordinator**

- i. jiffoka fuq il-ġestjoni ta' centru speċifiku;
- ii. jikkoordina il-catch-up classes b'kurrikulu ċċentrat fuq l-istudent f'diversi suġġetti;
- iii. jiggwida lill-istudenti u jipprovdi appoġġ kif meħtieġ;
- iv. jimmonitorja l-kwalità u l-istandards tat-tagħlim permezz ta' osservazzjonijiet tal-klassi u kontrolli ta' assigurazzjoni tal-kwalità;
- v. jipproċessa d-dikjarazzjonijiet tal-pagi u jivverifika l-karti tal-attenzenza u d-dokumentazzjoni tal-għalliema part-time li jgħallmu catch-up classes;
- vi. jiżgura l-ordni u d-dixxiplina u jipromwovi relazzjonijiet tajbin bejn l-edukaturi u l-istudenti;
- vii. jikkoordina it-timetables tal-korsijiet;
- viii. jiżgura li r-rekords tal-istudenti jinżammu aġġornati, jiġbor id-dejta u jaġġorna l-istatistika, b'mod partikolari l-istatistika relatata mal-attenzenza tal-istudenti;
- ix. jimmonitorja l-indafa taċ-ċentru u jikkomunika mal-amministrazzjoni tal-iskola biex jiżgura manutenzjoni xierqa tal-bini tal-iskola, faċilitajiet u taġħmir;
- x. jikkollabora ma' koordinaturi oħra biex jiżgura li r-rizorsi u r-rekwiziti organizzattivi jkunu kkoordinati u allinjati;
- xi. jikkollabora mad-Direttorat għas-Servizzi Edukattivi (DSE) biex jiżgura li l-istudenti xierqa jkunu motivati;
- xii. jaħdem mill-qrib mal-membri tal-istaff tal-HCN u koordinaturi oħra;
- xiii. jattendi laqgħat tal-istaff, taħriġ tat-tim u programmi oħra;

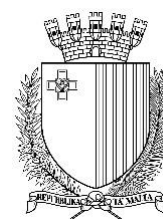
### **National Coordinator**

- xiv. jikkoordina lill-koordinaturi taċ-ċentri kollha u jikkollabora mad-DCLLE, l-HCN u s-Centre Coordinators;
- xv. jipromwovi relazzjonijiet b'saħħithom bejn koordinaturi, edukaturi, u studenti;

- xvi. jipproċessa d-dikjarazzjonijiet tas-salarji u jivverifika l-karti tal-attendenza u d-dokumentazzjoni tal-catch-up educators;
- xvii. jikkollabora ma' koordinaturi oħra biex jiżgura li r-riżorsi u r-rekwiżiti organizzattivi jkunu kkoordinati u allinjati;
- xviii. jikkollabora mad-Direttorat għar-Ricerka u t-Tagħlim Tul il-Ħajja u l-Impjegabbiltà (DRLE) biex jiżgura li l-edukaturi xierqa jkunu motivati;
- xix. jaħdem mill-qrib mal-membri tal-istaff tad-DRLE u koordinaturi oħra;
- xx. jassisti lis-senior management ta' DSE biex jiprijoritizza u jimplimenta l-kompiti meħtieġa;
  
- xxi. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xxii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

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| <b>Ministry</b>  | Ministry for Education, Sport, Youth, Research and Innovation (MEYR) |
| <b>Job title</b> | Part-time Coordinators for the summer catch-up classes               |



MINISTRY FOR EDUCATION, SPORT, YOUTH,  
RESEARCH AND INNOVATION  
GREAT SIEGE ROAD, FLORIANA, MALTA

## **Duties and responsibilities**

The duties of part-time Coordinators for the summer catch-up classes include:

### **Centre Coordinator**

- i. focuses on managing a specific centre;
- ii. coordinates catch-up classes with a learner-centred curriculum in various subjects;
- iii. guides learners and provides support as required;
- iv. monitors the quality and standards of teaching and learning through class observations and quality assurance checks;
- v. processes wage returns and verifies attendance sheets and documentation of part-time teachers teaching catch-up classes;
- vi. ensures order and discipline and promotes healthy relationships between educators and learners;
- vii. coordinates course timetables;
- viii. ensures learners records are kept up to date, compiles data and updates statistics, in particular statistics related to learners' attendance;
- ix. monitors the centre's cleanliness and liaises with school administration to ensure proper servicing of the school building, facilities and equipment;
- x. liaises with other coordinators to ensure that resources and organisational requirements are coordinated and aligned;
- xi. liaises with Directorate for Educational Services (DES) to ensures that the appropriate learners are engaged;
- xii. works closely with the HCN's staff members and other coordinators;
- xiii. attends staff meetings, team training and other programmes;

### **National Coordinator**

- xiv. coordinating all centre coordinators and liaises with DCLLE, HCN and Centre Coordinators;
- xv. promotes healthy relationships between coordinators, educators, and learners;
- xvi. processes salary returns and verifies attendance sheets and documentation of catch-up educators;

- xvii. liaises with other coordinators to ensure that resources and organisational requirements are coordinated and aligned;
- xviii. liaises with Directorate for Research and Lifelong Learning and Employability (DRLE) to ensure that the appropriate educators are engaged;
- xix. works closely with the DRLE's staff members and other coordinators;
- xx. assists DES's senior management in prioritising and implementing the tasks required;
  
- xxi. undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xxii. any other duties as directed by the Principal Permanent Secretary.