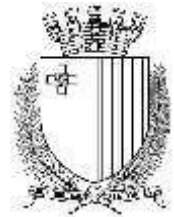


# Anness A

<b>Ministeru</b>	Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni (MEYR)
<b>L-impjieg</b>	Kap ta' Dipartiment (Educational Technology and Artificial Intelligence)



MINISTERU GHALL-EDUKAZZJONI, L-ISPORT, IŻ-ŻGHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI

TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

## Dmirijiet u responsabbiltajiet

- 3.1. Kap tad-Dipartiment (HOD) (Educational Technology and Artificial Intelligence) huwa responsabbli biex jikkoordina u jappoġġa b'mod ġenerali l-iżvilupp tal-qasam speċifiku li fih huwa fdat, f'numru ta' skejjel, li jikkontribwixxi kif jista' jkun meħtieġ, f'kordinazzjoni nazzjonali ta', u inizjattivi relatati mal-istess qasam taħt id-direzzjoni ta' MEYR. Il-Kap tad-Dipartiment (Educational Technology and Artificial Intelligence) huwa mistenni li jikkollabora ma' edukaturi oħra li jistgħu jappoġġaw dan l-isforz, taħt it-tmexxija pertinenti fil-livell rispettiv, anke billi jinvolvu ruħhom fl-iżvilupp ta' Sessjonijiet ta' Żvilupp Professjonali.
- 3.2. Kap tad-Dipartiment (Educational Technology and Artificial Intelligence) għandu jkompli jgħin fir-revizjoni ċiklika tas-sillabi u l-Learning Outcomes Framework, ibbażat fuq proċess ta' konsultazzjoni sod. Il-Kap tad-Dipartiment (Educational Technology and Artificial Intelligence) se jgħin ukoll fin-National Assessment Strategy, f'termini ta' formulazzjoni, implimentazzjoni u evalwazzjoni. Il-Kap tad-Dipartiment (Educational Technology and Artificial Intelligence) għandu jaħdem u jgħin fuq l-inizjattivi kollha meħtieġa relatati man-National Education Strategy 2024 – 2030 b'referenza partikolari għall-miżuri għan-National Curriculum Framework rivedut u l-Istrateġija tal-Edukazzjoni Diġitali 2025 - 2030. Dan huwa konformi mal-approċċ olistiku u mnaqqax fid-dokument li jinkludi miżuri relatati mal-benesseri tal-istudenti, l-inkluzjoni u l-ekwità.

Id-dmirijiet ta' persuna fil-ħatra ta' Kap ta' Dipartiment (Educational Technology and Artificial Intelligence) jinkludu:

- i. jissodisfa l-obbligi ta' Digital Literacy Support Teacher bl-aspettattivi relatati tiegħu, iżda fi hdan il-parametri aġġustati miftiehma mal-Uffiċjal Edukattiv tal-Litteriżmu Diġitali, u biex iservi wkoll bħala mexxej kurrikulari fil-livell lokali, speċifikament fid-Direttorat tal-Litteriżmu Diġitali u l-Ħiliet Trasversali taħt id-direzzjoni tal-Uffiċjal Edukattiv tal-Litteriżmu Diġitali u d-Direttur tal-Litteriżmu Diġitali u l-Ħiliet Trasversali, filwaqt li jsegwi direzzjoni nazzjonali mill-awtorità nominata, tipikament permezz tal-Uffiċjal/i Edukattiv/i;
- ii. jgħin b' mod attiv lill-Uffiċjal Edukattiv tal-Litteriżmu Diġitali u l-Ħiliet Trasversali u d-Direttur tal-Litteriżmu Diġitali u l-Ħiliet Trasversali fl-ippjanar u t-twettieq tal-Istrateġija tal-Edukazzjoni

Digitali biex jassigura l-prattika tajba b' mod professjonali, l-istandards u l-kwalità tat-tagħlim u l-istruzzjoni tas-sugġett/i/qasam bi djalogu xieraq mal-għalliema tal-klassi, Digital Literacy Support Teachers u taħt id-direzzjoni tal-Uffiċjal Edukattiv ikkonċernat waqt li jippromwovi proċess ta' osservazzjoni informali reċiproku ta' prattiċi ta' tagħlim fil-klassi;

- iii. jagħti parir u jikkontribwixxi fl-iżvilupp tal-kurrikulu fil-livell tal-iskola u tas-sistema, taħt id-direzzjoni u l-gwida tal-Uffiċjal/i Edukattiv/i kkonċernat/i;
- iv. jikkoordina l-istruzzjoni u t-tagħlim tas-sugġett/i/qasam li wiehed hu responsabli minnhom;
- v. jorganizza attivitajiet fl-iskejjel li jippromwovu l-Litteriżmu Digitali;
- vi. jagħti pariri u jgħin għalliema oħra (ara d-deskrizzjoni tax-xogħol) fis-sugġett/i/qasam tal-ispeċjalizzazzjoni tagħhom;
- vii. iwettaq dmirijiet kif mitlub mid-Direttur, STEM u Programmi Vokazzjonali (DSVP) u/jew mid-Direttur Ġenerali, Kurrikulu, Tagħlim tul il-Ħajja u Impjegabbiltà (DCLE);
- viii. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lil/ha, kif jista' jkun meħtieġ; u
- ix. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

3.3. Kull kulleġġ għandu gradwalment ikollu l-Oqsma Kurrikulari kollha (jew flivell ta' sugġett jew flivell ta' qasam), kif stabbilit minn żmien għal żmien minn Qasam Nazzjonali tal-Kurrikulu, kopert mis-servizzi ta' tim ta' Kap ta' Dipartiment (Educational Technology and Artificial Intelligence) responsabbli direttament lejn id-Direttur tal-Litteriżmu Digitali u l-Ħiliet Trasversali, jew id-delegat tiegħu, safejn huma kkonċernati d-dmirijiet tal-Kap ta' Dipartiment. Il-Kapijiet ta' Dipartimenti jistgħu jagħtu servizz f'aktar minn kulleġġ wiehed skont il-ħtiġijiet li jinholqu.

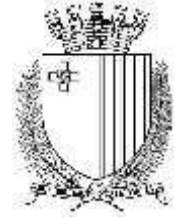
3.4. Il-Kapijiet ta' Dipartimenti (Educational Technology and Artificial Intelligence) għandhom jitqiesu bħala parti integrali mit-Tim Edukattiv tad-Direttorat tal-Litteriżmu Digitali u l-Ħiliet Trasversali u għandhom ikunu involuti fil-laqgħat kollha fil-livell tad-Direttorat li jinvolvu diskussjoni dwar materji tal-kurrikulu, b'enfasi fuq inizzjattivi li jikkonċernaw l-Edukazzjoni Digitali u l-Intelliġenza Artifiċjali fl-Edukazzjoni.

3.5. Il-partijiet jaqblu li l-appoġġ lil kollegi oħra permezz tat-trasferiment u l-kondiviżjoni tal-għarfien jikkostitwixxi parti intrinsika mir-responsabbiltajiet ta' Kap ta' Dipartiment u għalhekk għandu jipprova jiffaċilita l-akkwist ta' ħiliet meħtieġa minn żmien għal żmien fuq parametri miftiehma b' mod reċiproku.

3.6. Il-Kap ta' Dipartiment ikun mistenni li jsegwi taħriġ u edukazzjoni speċjalizzati sponsorjati mill-Awtoritajiet Edukattivi.

# Annex A

<b>Ministry</b>	Ministry for Education, Sport, Youth, Research and Innovation (MEYR)
<b>Job title</b>	Head of Department (Educational Technology and Artificial Intelligence)



MINISTRY FOR EDUCATION, SPORT, YOUTH,  
RESEARCH AND INNOVATION

GREAT SIEGE ROAD, FLORIANA, MALTA

## Duties and responsibilities

- 3.1. A Head of Department (HOD) (Educational Technology and Artificial Intelligence) is responsible to generally coordinate and support the development of the specific area with which s/he is entrusted, across a number of schools, contributing as may be required, in National coordination of, and initiatives related to, the same field under the direction of MEYR. The Head of Department (Educational Technology and Artificial Intelligence) is expected to collaborate with other educators who may be supporting this endeavour, under the pertinent leadership at the respective level, also by engaging in the development of Professional Development Sessions.
- 3.2. A Head of Department (Educational Technology and Artificial Intelligence) shall continue to assist with the cyclical review of syllabi and the Learning Outcomes Framework, based on a solid consultation process. The Head of Department (Educational Technology and Artificial Intelligence) will also assist in the National Assessment Strategy, in terms of formulation, implementation and evaluation. The Head of Department (Educational Technology and Artificial Intelligence) shall work and assist on all the necessary initiatives related to the National Education Strategy 2024 – 2030 with particular reference to measures to the revised National Curriculum Framework and the Digital Education Strategy 2025 – 2030. This is in line with the holistic approach enshrined in the document which includes measures related to the students’ wellbeing inclusion and equity.

The duties of a Head of Department (Educational Technology and Artificial Intelligence) include:

- i. fulfilling the obligations of a Digital Literacy Support Teacher with all its related expectations, but within the agreed adjusted parameters set by the Education Officer Digital Literacy, and to additionally serve as the curricular leader at the local level, specifically at the Directorate for Digital Literacy and Transversal Skills, under the direction of the Education Officer for Digital Literacy and the Director for Digital Literacy and Transversal Skills, whilst following National direction from the designated authority, typically through the Education Officer/s;
- ii. actively assisting the Education Officer Digital Literacy and the Director for Digital Literacy and Transversal Skills, in the planning and implementation of the Digital Education Strategy, in ensuring the good professional practice, standards, and quality of the teaching and learning of subject/s/areas through proper dialogue with the class teachers, Digital Literacy Support Teachers and under the

direction of the relative Education Officer while promoting a healthy process of reciprocal informal observation of class teaching practices;

- iii. advising and contributing to curriculum development at school and system level under the direction and guidance of the respective Education Officer/s;
- iv. co-ordinating the learning and teaching of the subject/s/area for which one is responsible;
- v. organising school wide events to promote Digital Literacy;
- vi. mentoring other teachers (see job description of Mentor) in the subject/s/area of their speciality;
- vii. performing other duties as requested by the Director, STEM and Vocational Programmes (DSVP) and/or the Director General, Curriculum, Lifelong Learning and Employability (DCLE);
- viii. undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- ix. any other duties as directed by the Principal Permanent Secretary.

3.3. Each college shall gradually have all the Curricular Areas (either at subject or at area level), as established from time to time by the National Curriculum Framework, covered by the services of a team of Head of Department (Educational Technology and Artificial Intelligence) directly accountable to the Director for Digital Literacy and Transversal Skills, or his delegate, in as far as Head of Department duties are concerned. Heads of Departments may give service in more than one college depending on the arising needs.

3.4. Heads of Departments (Educational Technology and Artificial Intelligence) shall be considered as part and parcel of the Directorate for Digital Literacy and Transversal Skills Educational Management Team and must be involved in all meetings at Directorate level that involves discussion about curriculum matters, most notably initiatives concerning EdTech and AI in Education.

3.5. Parties agree that the support to other colleagues through transfer and knowledge sharing constitutes an intrinsic part of the responsibilities of a Head of Department; and shall hence endeavour to facilitate acquisition of skills necessary from time to time on mutually agreed parameters.

3.6. Head of Department shall be expected to undergo specialised education and training sponsored by the Education Authorities.