

Anness A



Ministeru	Ministeru għas-Saħħa u Anzjanità Attiva
L-impjeg	Assistant Manager (Childcare)

MINISTRY for HEALTH and ACTIVE AGEING

15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jissorvelja l-operat ta' kuljum tač-Ċentru biex jiżgura li kollox jimxi bla xkiel.
- ii. Jimplimenta u jżomm aġġornati l-politiki, proċeduri u prattiki skont il-liġijiet u l-istandards nazzjonali.
- iii. Jmexxi reviżjonijiet interni tal-kwalità biex jipromwovi titjib kontinwu fil-prattiki edukattivi u ta' kura.
- iv. Jiżgura li l-miżuri tas-saħħa u s-sigurtà jiġu osservati b'mod konsistenti fil-post kollu.
- v. Jieħu sehem fir-reklutaġġ tal-impjegati u jikkollabora fuq l-ippjanar tal-baġit mal-Persuna Legalment Responsabbli.
- vi. Jiggwida l-implimentazzjoni ta' kuriklu olistiku, inklussiv u ċentrat fuq it-tfal.
- vii. Jipromwovi u jipproteġi d-drittijiet, il-benesseri u l-iżvilupp tat-tfal kollha.
- viii. Jissorvelja l-iżvilupp u t-tagħlim individwali tat-tfal, jipprovdi gwida lill-istaff u lill-ġenituri, u jikkollabora ma' speċjalisti meta jkun hemm bżonn.
- ix. Jibni u jżomm relazzjonijiet b'saħħithom mal-ġenituri, mal-istaff u ma' professjonisti esterni.
- x. Jikkonforma b'mod ċar u regolari mal-ġenituri dwar il-politiki tal-ċentru u l-progress tat-tfal tagħhom.
- xi. Joffri appoġġ lill-ġenituri mill-mument tal-iskrizzjoni sat-tranzizzjonijiet, u jhegġeg l-involviment attiv tagħhom.
- xii. Jiżgura li r-rwoli tal-istaff huma definiti b'mod ċar u jappoġġa lill-membri godda biex jadottaw prattiki tajbin.
- xiii. Jissorvelja l-prestazzjoni tal-istaff u jiffacilita opportunitajiet regolari ta' żvilupp professjonali.
- xiv. Jieħu sehem f'prattika riflessiva u jipparteċipa fi tagħlim kontinwu relatat mar-rwol.
- xv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-ħtieġa; u
- xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

People Management Division

E: recruitment.health@gov.mt w: <https://health.gov.mt>

Annex A

Ministry	Ministry for Health and Active Ageing
Job title	Assistant Manager (Childcare)



MINISTRY for HEALTH and ACTIVE AGEING
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

- xvii. Oversees the day-to-day operations of the Childcare Centre to ensure smooth functioning.
- xviii. Implements and maintains up-to-date policies, procedures, and practices aligned with national legislation and standards.
- xix. Leads internal quality reviews to support continuous improvement in educational and care practices.
- xx. Ensures health and safety measures are consistently upheld throughout the centre.
- xxi. Participates in staff recruitment and collaborates on budget planning with the Legally Responsible Person.
- xxii. Guides the implementation of a holistic, inclusive, and child-centred curriculum.
- xxiii. Promotes and safeguards the rights, wellbeing, and development of all children.
- xxiv. Monitors individual children's learning and development, providing guidance to staff and parents, and liaising with specialists when needed.
- xxv. Builds and maintains strong relationships with parents, staff, and external professionals.
- xxvi. Communicates clearly and regularly with parents regarding centre policies and children's progress.
- xxvii. Supports parent engagement from enrolment through transition phases and encourages their active involvement.
- xxviii. Ensures staff roles are clearly defined and supports new staff in adopting good practices.
- xxix. Monitors staff performance and facilitates regular professional development opportunities.
- xxx. Engages in reflective practice and participates in ongoing professional learning relevant to the role.
- xxxi. Undertake any other tasks, which the superior may delegate to them, as may be required; and
- xxxii. Any other duties as directed by the Principal Permanent Secretary.