



# CALL FOR APPLICATIONS FOR THE POST OF RECTOR AT ST ALOYSIUS COLLEGE – MALTA

The Chairperson of St Aloysius College Board invites applications for the post of Rector at St Aloysius College.

## 1.0. Terms and Conditions

1.1 The role of Rector is open to **laypersons**, diocesan priests and religious. This appointment is subject to a probationary period of twelve (12) months, is on a full-time (indefinite) basis and is also subject to all applicable rules and regulations, particularly those of the Society of Jesus.

1.2 The Rector is accountable to the St Aloysius College Board and to the Jesuit Legal Representative, who will also serve as chairperson of the Board.

1.3 The Rector is also accountable to the Fondazione Gesuiti Educazione (FGE) President and board.

1.4 The Rector must closely collaborate with the Jesuits who are committed to serving the College in diverse pastoral and administrative roles and together actively promote the Jesuit and Ignatian charisma and ethos at St Aloysius College.

1.5 The Rector's salary and contract will generally reflect those assigned to similar roles locally, but these may be negotiated with the College Board so as to be commensurate with the selected applicant's profile.

## 2.0 Duties and Responsibilities

2.1 The Rector is responsible for the implementation of the College Strategic Plan for the Primary School, the Secondary School, the Sixth Form and the Sports Complex in accordance with the guidelines approved by the College Board. Specifically, the Rector:

- a) Leads the Schools' Council of Heads and supports the Head of each school in their mission at the College.
- b) Demonstrates a commitment to Jesuit values and apostolic initiatives, ensuring that the Jesuit school ethos is constantly nourished and developed amongst administrative staff, educators, students, and parents.
- c) Monitors and implements, together with the Schools' Council of Heads, the action plans of the strategic plan of the College.
- d) Leads the internal review processes for each school and the sports complex.
- e) Presents to the College Board the results of the selection committees for the posts of Deputy Heads and Heads of schools as well as other senior posts for the Board to deliberate and decide.
- f) Directs, coordinates and is the guarantor, also through the Schools' Council of Heads, of the educational activity of each school, promoting the coherence and pedagogical continuity of the Ignatian Curriculum and the Ignatian Pedagogical Paradigm.
- g) Convenes and chairs the Schools' Council of Heads.
- h) Actively participates, on a regular basis, in the Management Team meetings of each school to discuss points on the agenda related to the implementation of the action plans linked to the priorities of each school and other matters.

- i) Promotes, in accordance with the guidelines of the FGE, the training, Ignatian formation and professional updating of all managerial, teaching, auxiliary, administrative and technical staff and ensures their involvement in the vision statement of the College and the respective mission statement of each school.
  
- j) Is responsible for the management of teaching and non-teaching staff, ensuring the correct application of collective labour agreements, laws and relevant regulations and compliance with any other legal duty or obligation to which the College is subject.
  
- k) Indicates to the College Board the results of the selection committee for the appointment of the post of Finance Manager, who, assisting the Rector, supervises, within the framework of the directives defined by the FGE and specific objectives assigned, the financial, procurement and human resources departments.
  
- l) Assisted by the Finance Manager, prepares the annual budget and annual financial statements for approval by the College Board.
  
- m) Promotes and supports the committee of the Community of Parents of each school, as well as the Social and Emotional Wellbeing Team.
  
- n) Ensures full compliance with the legal and administrative rules particularly, but not limited to, those concerning students and educators.
  
- o) Illustrates directly and through the Heads of schools the lines of Ignatian education in dialogue with families at the time of admission and maintains contact with families during the school year.

- p) Abides by the admissions policy of St Aloysius College as approved by the College Board.
- q) Upon delegation of the Jesuit Legal Representative, liaises with officials of the State Education Authorities, works closely and collaboratively with the Secretariat for Catholic Education and with the Church Schools Association.
- r) Upon delegation of the Jesuit Legal Representative, represents College in negotiations and communication with the Malta Union of Teachers and other trade unions.
- s) Promotes and oversees, together with the Designated Safeguarding Officers and the Heads of schools, a culture of safeguarding at College.
- t) Be prepared to travel as may be necessary, as part of ongoing formation and in contributing to the wider European and global dimension, particularly the Jesuit European Committee for Primary and Secondary Education (JECSE) Network.
- u) Performs any other relevant duty according to the exigencies of the service as may be directed by the Jesuit Legal Representative and the St Aloysius College Board.

### **3.0 Eligibility requirements**

3.1 By the closing time and date of this call for applications, applicants must be:

- a) citizens of Malta, OR
- b) citizens of other member states of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; OR

c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; OR

d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); OR

e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations, 2006” or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”; OR

f) in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to in (b), (c), (d), (e) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

3.2 By the closing time and date of this call for applications, applicants must:

- a) be able to communicate fluently in the Maltese and English Languages and are preferably able to communicate in Italian;
- b) have a proven track record in designated leadership posts (of a grade no less than that comparable to Scale 5 on the Public Service Salary Scale), preferably in the educational field;
- c) preferably be in possession of a full qualification at MQF Level 7 in Educational Leadership and Management or comparable qualification;
- d) commit before a possible offer of engagement, through a formal written letter to the Chairperson of the College Board that they are ready to receive training in the Ignatian Pedagogical Paradigm and actively participate in courses in Ignatian Spirituality locally and abroad paid by the College;
- e) accept to undergo psychometric tests and medical examinations as part of the recruitment process;

AND

3.3 Qualifications at a level equivalent or higher than that specified above in a related field shall also be given additional points in the interviewing process.

3.4 Furthermore, the selection process will also take into consideration all previous years of satisfactory service in educational institutions and qualifications accrued by applicants.

3.5 Applicants must be of good moral character, willing to embrace and promote the Jesuit and Ignatian ethos of the College and must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than two (2) months from the date of application.

3.6 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from the Malta Qualifications and Recognition Information Centre (MQRIC), or other designated authorities, as applicable.

3.7 If selected the successful candidate must be ready to take up employment with St Aloysius College by not later than September 1, 2025.

#### **4.0 Submission of Supporting Documentation**

4.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the degree obtained and the final classification.

4.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

4.3 In their curriculum vitae, applicants are required to provide a breakdown of their years of teaching experience and leadership roles in educational institutions.

4.4 Applicants are also required to provide three reference letters.

#### **5.0 Submission of Applications**

5.1 A motivational letter of no more than 600 words, accompanied by a curriculum vitae and three reference letters, will be received by the Chairperson of the College Board by no later than **noon (CET) March 17, 2025**. Applications are to be submitted by email to **recruitment@staloyisius.edu.mt** by the above-mentioned closing date. The applications will be acknowledged by the Rector's secretary.

5.2 Where the candidates are shortlisted in the sole discretion of the selection board, they may be asked to sit for an interview and will be informed by the Rector's secretary on behalf of the selection board.

5.3 Candidates may be asked for a second interview before the selection process is completed and the results presented to the College Board for approval.

5.4 Results pertinent to the individual applicant will be communicated in confidence in electronic format.

5.5 St Aloysius College would like to remind all interested applicants that it has a zero-tolerance policy towards any form of child abuse. St Aloysius College adheres to its recruitment process to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016). It also adheres to the Safeguarding Policy (2024) adopted by the Church in Malta and Gozo.



ST ALOYSIUS  
COLLEGE