



## **POSITION OF LITERACY & SKILLS TUTOR WITHIN THE SENIOR SECTOR**

*San Anton School is an equal-opportunity employer. Additionally, it has a zero-tolerance policy towards any form of abuse. The School adheres to S.L. 605.09 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations) in its recruitment process*

San Anton School is seeking to recruit a Literacy and Skills Tutor within the Senior Sector on a full-time indefinite basis. The Tutor shall be answerable to the Head of Senior Sector or delegate and shall be ultimately accountable to the Head of School.

### *Eligibility Requirements*

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

- in possession of a Degree in Psychology or another related qualification.

All things being equal, applicants with additional and/or higher qualifications, and/or qualifications in areas related to dyslexia and/or experience related to working with teenage students in a school setting and/or working with students with diverse learning/behavioural needs will be given preference.

### *Position details*

The position of Literacy & Skills Tutor is on an indefinite full-time basis with a six-month probationary period.

The salary for the position of Tutor is pegged to Salary Scale 11 incremental which for the year 2025 ranges between €24,039 and €26,290 per annum including allowances equivalent to €2,150. After five (5) years of satisfactory service in salary scale 11, the Tutor will progress to salary scale 10 including allowances currently equivalent to €2,450.

Prior experience will be taken into consideration to determine the salary step.

Training in dyslexia and how to work with students with diverse learning/behavioural needs will be provided should the chosen candidate not be in possession of such.

### *Key Responsibilities of Literacy & Skills Tutor*

#### **General Duties**

##### ***Students***

- Assessing the needs of each individual student;
- Setting of SMART goals and designing of individual programmes to meet these goals in collaboration with parents, Head of Sector and/or delegate, class teacher and any other stakeholders working with the child;
- Assessing and reviewing outcomes periodically as guided by the respective Head of Sector and/or delegate;
- Being responsible for updating student reports and tracking progress;
- Leading literacy screening and assessment across the school;



- Providing tutorial support within the class or outside of class as required to individual or groups of students to be able to work and function independently on set tasks and within different social settings respectively.
- Contributing to student peer preparation as guided by Head of Sector and/or delegate;
- Undertaking preparation, resource development, reporting and recording for individual or groups of students and/or as otherwise required by the Head of Sector and/or delegate.

### ***Parents***

- Meeting and corresponding with parents on recommended SMART goals;
- Undertaking regular reviews of individual programme and goals during Parents-Teacher conference days or other meetings as indicated by Head of Sector and/or delegate;
- Communicating regularly with parents whilst maintaining professional boundaries.

### ***Training***

- Being responsible for keeping up to date with current practices as necessary for staff development and for the provision of better specialised intervention support;
- Contributing to training needs of the staff as guided by Head of Sector and/or delegate.

### ***Others***

- Being responsible for maintaining equipment/materials/resources allocated in good order;
- Being responsible for keeping resources up to date between team members and on google drive;
- Attending team meetings as directed by Head of Sector and/or delegate;
- Working collaboratively with other tutors and members of staff and promote good team practice;
- Being an active participant in an environment that facilitates trust, open communication, creative thinking and team effort;
- Attending IEPs/MAPs of students that they are following;
- Contributing to raising the profile of inclusion across the school and in all sectors;
- Performing any other duties which may be assigned to him/her as requested by the Head of Sector and/or delegate in response to the exigencies of the service.

### ***Assessment Criteria and Selection Process***

The assessment criteria that shall be adopted during the selection process include the following:

- Vision of the role;
- Professional maturity and fitness for purpose;
- Related experience;
- Additional Qualifications.



### *Submission of Applications*

Applicants need to submit the below:

- A letter of application detailing the motivation for the application.
- Full CV in Europass format;
- Any other supporting documentation in e-version/scan, including of highest qualifications.

**The letter of application along with all accompanying/supporting documents is to be submitted through email on [vacancies@sananton.edu.mt](mailto:vacancies@sananton.edu.mt) by not later than the 10<sup>th</sup> September 2025. Late applications will not be considered.**

### *Selection Procedure*

All applications will be acknowledged, vetted and short-listed. Shortlisted eligible candidates will be requested to attend an interview.