

Institute for Education

Tel: 2598 3700/3701

Email: joanne-rita.grima@ilearn.edu.mt

LETTER CIRCULAR

Information: X **Date:** 18/10/2016
Action Required: X **Ref:** IfE 20 /2016
To: College Principals, Assistant Directors, Education Officers, Heads of Primary and Secondary Schools (State and Non-State) and Sections
From: CEO Institute for Education
Subject: Phase Session: The Role of the Heads of Department

The Institute for Education is organising a phase session entitled **The Role of the Heads of Department within Schools**. The outcomes of the session will be

- Explaining the role of the Heads of Department in providing pedagogical support and direction in curriculum development;
- Identifying how through direct involvement in the School Development Plan and Professional Development sessions, Heads of Department can foster interaction between the teaching staff and the administration to bring about organisational change and improvement, leading to the establishment of a professional learning community;
- Discussing how Heads of Department, as middle leaders, have a pivotal role in providing educational officers with a comprehensive picture of school realities and challenges, thus enhancing communication between teachers and educational officers;
- Recognising how Heads of Department are anchor points in fostering interaction across the organisational structure.

The session will be held on the 15th December between 10.00am and 11.00 am at the Institute for Education in Pembroke. The speakers will be Ms Moira and Mr John Falzon.

Please submit your application through the following link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=O3ivQUNSKy3pGcsC57e0qvZ94Zrjf1KkTE3KkWaI99URVpCRIMzNUVKWVQ5WDFQVY2OU5YSDZLWS4u>

Thanks

Joanne Grima

CEO Institute for Education