



## Post of Pastoral care coordinator at

### Immaculate Conception school Tarxien

*The Sisters of Charity would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. Immaculate Conception adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Educations Regulations 2016) in its recruitment process.*

- 1.0 The College Principal invites applications for the post of a full-time Pastoral care and chaplaincy Coordinator for Pastoral Care in St Jeanne Antide College: Immaculate Conception school at Tarxien.
- 2.0 The selected candidate will be employed and is expected to answer and falls under the responsibility of the College Principal and his/her salary is borne by the school. He/she will be accountable to the Head as school leader, and to the Deputy Head in charge of Pastoral Care as mentor.
- 3.0 As Pastoral Care and chaplaincy coordinator he/she will collaborate closely with the Pastoral Team of staff members and the consecrated religious members of the Congregation of the sisters of Charity of St Jeanne Antide, and with the Assistant Director for Pastoral Care within the Secretariat for Catholic Education.
- 4.0 **Position summary**  
The Pastoral Care minister accompanies adolescents and the school community staff on a journey of spiritual growth. The coordinator is an ambassador of the Roman Catholic Faith and Tradition. Pastoral care is intertwined and supports the Religious Education in Catholic Schools, and the coordinator must be a practicing Roman Catholic in full communion with the Church.

The Pastoral care coordinator has a central role in implementing the Catholic Schools Ethos, the school's vision, mission and the distinctive charism and works with the College Principal, Head of School and Pastoral Team, in leading and developing the Catholic life of the school community.



4.1 The coordinator is to have a sound, strong background in Catholic theology, pastoral education, adolescent psychology, sociology and community building. Treats all members of the community with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to the coordinator's professional position; shows tolerance of and respect for the rights of others, and demonstrates a commitment to Catholic Moral and Social Teaching.

4.2 The Pastoral Care Coordinator shall support the school community members in appreciating the charism and spirituality of St. Jeanne Antide Thouret, foundress of the Sisters of Charity. Through this, members will have the opportunity to experience the beauty and practicality of this spirituality, which serves as a path to peace and joy in their lives. Should also have a wide vision and knowledge of different spiritualities, for the holistic spiritual wellbeing of every individual within the educational community.

4.3 The coordinator, together with the Pastoral Team and the sisters of charity, is to nurture the faith formation and liturgical life of the school community and may also work to enhance the Religious Education curriculum where appropriate.

4.4 Must adhere by the Guidelines issued by the Safeguarding Commission of the Episcopal Conference of Malta and Gozo<sup>1</sup> and other applicable legislations.

## 5.0 Core responsibilities and duties

### 5.1 The Pastoral coordinator as witness

- a. Accompanies adolescents in experiencing God's love for them and in considering the proposal for Christian life.
- b. Be a witness of Christian discipleship.
- c. Helps the school community to discover more the teachings of the Catholic Faith and to adopt it in daily relationships while respecting and being sensitive to other people's views, values, and beliefs.

### 5.2 The Pastoral coordinator as pastor

- a. Supports the Head of school in the role as faith leader in the school
- b. Be approachable to all members of the school community.
- c. Develops good professional relationships with the staff and works closely with all educators, thus enabling the development of a community of faith and hope.
- d. Has a good knowledge and understanding of the Catholic faith to support the formal and informal learning that takes place across the school life.

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<sup>1</sup> [www.safeguarding.mt](http://www.safeguarding.mt)



- e. Engages, supports, and encourages young people in prayer, worship, and the sacramental life of the church, particularly the Eucharist, the sacrament of reconciliation, the commemoration of the sacrament of confirmation with Yr 8, and the graduation of Yr 11 students.
- f. Together with the pastoral team, supports various school projects throughout the year.
- g. If students open up on a one-to-one basis, the coordinator, while being aware of the limits and boundaries of such a role, should refer the student to the Head of school, and follow the standard procedures already set within the safeguarding policy.
- h. Respects full confidentiality when encountering individuals and abides with the Mandatory reporting guidelines for professionals in terms of the Minor Protection (Alternative care) Act, Cap 602 of the laws of Malta.
- i. Serves as a resource regarding issues of moral, spiritual, and pastoral nature.
- j. Ensures that the resources used for the religious / socio-religious, and spiritual activities adhere to Catholic beliefs and teachings.
- k. Liaises with the psychosocial team of professionals where required and be available to them when they require to liaise/ consult with him/her.
- l. The coordinator will be mentored by the Deputy Head in charge of Pastoral care and should cooperate with the Sisters of Charity during and after school hours, and the pastoral team.

#### 6.0 The Coordinator as a Team player

- a. Observes professional standards in terms of appearance, punctuality, and full participation in the working life of the school.
- b. Needs to plan ahead, and at the beginning of the scholastic year, he/she should present the plan to the Deputy Head for approval. Once a term he/she should report to the Deputy Head responsible for Pastoral Care.
- c. Attends all staff meetings, particularly when Pastoral Care issues are discussed. Together with the Pastoral Care team plans and implements the school development plan in matters related to this ministry.
- d. Together with the staff and the sisters involved, plans, and fully participates in the preparation and coordination of retreat programs / seminars / live ins / days of reflection for students and educators and supports the professional development of staff in terms of the school ethos, charism of St Jeanne Antide and the mission of the sisters of charity today.
- e. Provides, supports, and offers opportunities for liturgy, prayer / worship, socio-religious and spiritual activities for the school community including that of parents.



- f. Supports students and staff to participate in the sacramental life of the Church where appropriate.
- g. Supports class and whole school-based worship and liturgy by providing appropriate worship resources; helps learners and educators to develop confidence in leading prayer and worship independently.
- h. Plans and coordinates the sacramental services – the mass and reconciliation with the Ordained Chaplains.
- i. Maintains the youth room and chapel as a clean and proper place of encounter and prayer. Ensures that it is used appropriately so that it fully supports the aims and objectives of Pastoral Care.
- j. Ensures that the school environment as well as visual and performance displays reflect the school Catholic Ethos.
- k. Establishes and maintains his / her presence in school and other venues, including during events held outside normal school hours / days.
- l. At least once a term to have a one-to-one meeting with the Assistant Director for Pastoral Care within the Secretariat for Catholic Education.
- m. At the end of each scholastic year, the Pastoral coordinator is expected to present an annual report of his/her ministry in the school to the Deputy Head in charge.
- n. The selected candidate is required to attend short courses including CPDs / seminars and meetings, locally, those organized by the Secretariat for Catholic Education and others, even abroad if necessary but at the discretion of the College Principal and Head of school.
- o. At least twice per academic year he/she is expected to evaluate together with the Pastoral Care team their service in line with the demands of the Ministry itself and according to the objectives set in the school development plan, in order to make sure that they will continue to promote, support and encourage the school's chaplaincy and pastoral care for all the school community.
- p. Implement the school pastoral care policy and update it as necessary in dialogue with the Head of school.

**7.0** The starting salary for an average of 40 hour-week for the post of Pastoral coordinator is scale 7, 8 or 9 according to qualifications and experience. The candidate will have the willingness to work flexibly, including in the evenings, weekends and school holidays (including Christmas, Easter and Summer holidays) and to arrange his/her working days and hours to ensure s/he has entitlement time off but is available for college events and activities as needed. This must be coordinated and approved by the Head of school in liaison with the Deputy Head in charge of the Pastoral care in school.



**8.0** The appointment of the Pastoral coordinator is subject to a probationary period of one year and will serve a definite **contract of 3 years**, which may be renewed, after proper evaluation and possible change in work conditions where required.

## Eligibility requirements

### 9.0 Education and Experience

Have sound knowledge of St Jeanne Antide College Ethos, basic knowledge of St Jeanne Antide and her charism.<sup>2</sup>

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

Able to communicate in both English and Maltese. The knowledge of Italian and/or French is desired.

- in possession of:

**a) A full qualification at MQF level 7 (Masters) in one of the following:** Religious Studies, Youth Ministry, Spiritual Accompaniment, Religion and Education, Pastoral Theology; or in a recognized, appropriate and comparable area, **and a minimum of 2 years experience** working with youth on a diocesan level, and/ or within a church approved organization and/or in school Chaplaincy/Pastoral Care ministry. (starting salary scale 7).

or

**b) A full qualification at MQF level 6 (Degree) in one of the following:** Degree in Theology, Theology and Communication, Theology and Human Studies, Theology and Philosophy, or in a recognized, appropriate and comparable area, **and a minimum of 3 years experience** working with youth on a diocesan level, and/ or within a church approved organization and/or in school Chaplaincy/Pastoral Care ministry. (Starting salary Scale 8).

or

**c) A full qualification at MQF level 5 (diploma) in Theology or Spiritual Accompaniment or in a recognized, appropriate and comparable area, and a minimum of 5 years experience** working with youth on a diocesan level, and/or within a church approved organization and/or in school Chaplaincy/Pastoral Care ministry. (starting salary Scale 9).

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<sup>2</sup> suoredellacarita.org



#### 9.1 Other Related Qualifications:

- a. The course offered by the Pastoral Formation Institute in Higher Education Award in Pastoral Care/Chaplaincy in Schools, (MQF level 6) is a must for the chaplaincy role.
- b. The selected candidate is to undertake the commendable course issued by the Safe Guarding Commission of the Episcopal Conference of Malta and Gozo, during his/her first 2 yrs of employment,
- c. The selected candidate is to undertake the commendable course in Mental Health First Aid – dealing with Youth issued by the Richmond Foundation, during his/her first 2 yrs of employment.
- d. If these courses are not available, the selected candidate commits oneself to undertake them at the first possible opportunity. Failure to do this will lead to termination of employment for breach of contract.

#### 10.0 Submission and supporting documentation

**10.1** Qualifications and experience claimed must be supported by certificates before the selection interview, copies of which should then be presented by the selected candidate to the College Principal.

**10.2** Applicants must provide transcripts of their qualifications. Diploma/Degree Certificates must be accompanied by a transcript, in English, showing the Award obtained and final classification. Original certificates and/or testimonials are to be invariably produced for verification before the interview.

**10.3** The selected candidate should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable.

**10.4** With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the Malta Qualifications Council, or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.

**10.5** Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the College Principal as soon as it is available and, in any case, by not later than one week from the closing date of the call for applications.



**10.6** Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the Malta Qualifications Council website ([www.mqc.gov.mt/mqric](http://www.mqc.gov.mt/mqric)).

**10.7** Letter of application together with the Curriculum Vitae are to reach the College Principal by post at 50, Tarxien Rd. Tarxien or by email at [jobs@sja.edu.mt](mailto:jobs@sja.edu.mt) by not later than the 18th July 2025. The CV should also present **3 referees** and their contact numbers. These applications will be acknowledged in writing within seven (7) days.

**10.8** The selected candidate is to present a recent clean Police Conduct Certificate.

**10.9** Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) Act, (CAP. 413), even if they do not satisfy in full the eligibility requirements for this post, provided they can carry out, in full, the duties related to the post and subject to the concurrence and approval of the Secretariat for Catholic Education.

**10.10** Representations in terms of the previous clause should be attached to the application form and supported with relevant document which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited.

### **11.0 Selection Criteria**

**11.1** Eligible applicants are to sit for an interview and be assessed by a selection board to determine the suitability for the post.

**11.2** The result will be communicated to the applicants by the College Principal.

Date issued: 1st July 2025

Sr Melissa D'Amico  
College Principal