

Date: **May 2026**
Title: **Enhancing Literacy through Drama Resource Leader**
Agency: **National Literacy Agency**
Responsible to: **Chief Executive Officer**

Enhancing Literacy through Drama (ELD) Resource Leaders within the National Literacy Agency promote and improve literacy skills among children and youth through the medium of drama. They use drama to inspire a love for reading, writing, and communication skills. ELD Resource Leaders are qualified and experienced in theatre and/or drama.

1. Duties and Responsibilities

The duties and responsibilities of the selected candidates shall include:

- promoting the vision, aims and objectives of the [National Literacy Strategy for All in Malta and Gozo \(2024-2030\)](#);
- planning, preparing, organising and delivering a varied range of drama activities and programmes to enhance literacy through these activities for 6 to 13-year olds;
- carrying out animated reading and/or storytelling sessions with pupils of all ages;
- setting up, managing and supervising any equipment needed for the activities;
- ensuring a safe environment for all participants during the drama activities;
- reporting to the CEO or his/her delegate any incidents, accidents, or equipment failure or damage;
- ensuring the security of all areas utilised for the drama activities through supervision and locking up of areas and equipment where applicable;
- liaising with the Literacy Resource Leaders in the preparation, organisation and delivery of all literacy and drama activities;
- interacting with Literacy Resource Leaders, teachers, pupils and school staff in a professional manner;
- assisting in the identification of the pupils who would most benefit from ELD activities and/or programmes;
- liaising with SMTs and/or others about use of premises for the ELD activities and/or programmes;
- being knowledgeable about how to deal with children and adults who have literacy difficulties and/or are reluctant readers;
- developing a team-based approach to the development of literacy skills;
- through a team-based approach, contributing to differentiated programmes and evaluating literacy levels.
- through a team-based approach, contributing to the formulation of ELD programmes and activities according to the exigencies of the Agency;
- maintaining a collaborative working relationship with the relevant stakeholders to ensure that quality and timely services/initiatives are provided;
- keeping regular records, profiles and statistics as necessary;
- producing bilingual (Maltese and/or English) educational resources such as presentations, teaching and learning aids and tool kits.
- contributing to literacy-rich environments in Primary and Middle Schools through the implementation of reading schemes/materials which support children at different levels of reading attainment;
- preparing and submitting accurate and timely reports to relevant authorities under the direction of the CEO and/or his/her delegate.

2. Eligibility Criteria

1. EITHER

- (i) A recognised degree at MQF Level 7 or equivalent with Drama Education or Theatre Studies or Performing Arts or a related field as the main area AND at least the equivalent of one year experience in one of the following fields: education, drama, theatre, or the performing arts.

OR

- (ii) A recognised degree at MQF Level 6 or equivalent with Drama Education or Theatre Studies or Performing Arts or a related field as the main area AND at least the equivalent of two years experience in one of the following fields: education, drama, theatre, or the performing arts.

AND

2. Competency in ICT applications, especially MS Office, ideally at ECDL/ICDL level or higher.

AND

3. Good command of the English and Maltese languages, evidenced by at least SEC level (Grade 1-5) or equivalent.

Candidates who provide official evidence that they are in the final phase of studies leading to a relevant degree may be considered. Employment will be subject to the successful achievement of the qualification within the first year of employment.

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

3. Terms and Conditions

- This is a full-time professional post. ELD Resource Leaders are required to work flexible hours, within a 40-hour week, according to the exigencies of the service:

Winter	1 st October to 15 th June	07:45 – 17:00
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Summer	16 th June to 30 th September	08:00 – 14:00
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- The selected candidate/s will be engaged on a basis of an indefinite contract subject to a probationary period of 12 months.
- The salary for the post of ELD Resource Leader is entry into the minimum of NLA Grade E and shall be remunerated in thirteen equal 4-weekly payments in arrears as follows: €30,822 per annum in 2026, with an annual increment of €600 per annum up to a maximum of €36,222. All figures are inclusive of COLA.
- In addition, ELD Resource Leaders shall receive annual Performance Bonuses of up to 10% of the Salary, subject to pre-established KPIs. Appraisal evaluation shall be carried out in line with internal policies in force from time to time.
- In cognisance of ELD Resource Leaders' level of responsibility in contributing to promoting and sustaining lifelong literacy practices, they shall be entitled to an annual NLA Allowance to be paid in two equal instalments along the year, and which may be withheld in case of proven unsatisfactory performance.
- ELD Resource Leaders undertake training in reading strategies and literacy methodology as indicated by NLA during his/her employment.

4. Supervision Received

The post-holder shall be accountable to the Chief Executive Officer and/or his/her delegate and the Senior Manager of the relevant programme. The post-holder is expected to show initiative and demonstrate the ability to work without constant supervision.

The National Literacy Agency is committed to the active promotion of Equal Opportunities as an employer in the provision of services to the community.

The National Literacy Agency has zero tolerance policy towards any form of child abuse. Employment with the Agency is subject to the Protection of Minors Act (POMA) clearance.

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This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.