

Post Title: Library Assistants (Reading Sessions) Part-Time (Grade G)
Agency: National Literacy Agency (NLA)
Responsible to: Chief Executive Officer

Job Description - Library Assistants (Reading Sessions) Part-Time [10 hours or 20 hours per week]

Accountability

The post-holder shall be accountable to the CEO of the National Literacy Agency and/or his/her delegate.

Job Purpose

This is a part-time position, and the selected candidate must have the ability to perform duties effectively.

Duties and Responsibilities

1. Promote the vision, aims and objectives of the National Literacy Strategy for All in Malta and Gozo.
2. Plan and prepare reading/storytelling sessions with the use of appropriate multi-sensory resources.
3. Deliver high-quality reading/storytelling sessions to targeted audience namely children and their parents/caregivers.
4. Organise and develop the reading area to provide a learning environment which fosters enthusiasm for reading and books.
5. Provide a positive model for parents/caregivers and empower them to carry out reading/storytelling sessions with their children at home.
6. Promote the borrowing and reading of books from classroom, public and school libraries.
7. Compile accurate and timely attendance reports.
8. Maintain a collaborative working relationship with all relevant stakeholders to ensure quality and timely services are provided.
9. Work on own initiative and engage in teamwork.
10. Maintain high standards of practice and behaviour.
11. Participate in further continuous professional development.
12. Perform any other duties according to the exigencies of the Agency as directed by the Chief Executive Officer and/or his/her delegate.

Objectives

1. Support the development of early literacy and promote family literacy initiatives.
2. Promote the love for and enjoyment of books through high-quality reading/storytelling sessions.
3. Ensure full language immersion in either Maltese or English during every reading/storytelling session.

Eligibility criteria

To be considered eligible, candidates need to be over 18 years of age and fulfil the following criteria by the closing date of this call:

1. Any of the following or equivalent or higher:
 - a. One A-level at MQF Level 4 (Grades A – C) or equivalent, in any language or humanistic subject, preferably in Maltese or English, **or**
 - b. MQF Level 4 Diploma, in a relevant area of studies, preferably in Early Years Education, **or**
 - c. At least 2 years in the grade of Kindergarten Educator (KGE or KGE1 or KGE2) or as supply teacher in a primary school, **or**

- d. At least 5 years of satisfactory service as Reading for Pleasure Programmes Assistant for the National Literacy Agency; **AND**
2. At least MQF Level 3 in Maltese and/or English (SEC 1-5 or GCE A-C); **AND**
3. Ability to use MS Office, particularly Word, Outlook, and Excel; **AND**
4. Successful completion of training in read aloud and/or storytelling methodology or equivalent.

Terms and Conditions

1. This is a part-time post of 10 to 20 hours per week. The current need is for work in Malta. Working hours are negotiable, subject to the exigencies of the service and the availability of the applicant. The selected candidates must be available for the replacement of sessions in Maltese as well as in English.
2. The working hours include preparation time at the rate of 3 hours preparation time for every 5 hours contact time.
3. The selected candidates will be engaged on a basis of an indefinite contract, subject to a probationary period of six (6) months.
4. The remuneration attached to the position of Library Assistants (Reading Sessions) is the pro-rata equivalent to NLA Grade G, starting (in 2026) at €23,580 per annum for a 40-hour week, rising by annual increments of €500, up to a maximum of €27,080.

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.

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

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.