

Date: **March 2026**  
Post Title: **Resource Leader, Digital Technologies in Literacy (full-time or part-time)**  
Agency: **National Literacy Agency (NLA)**  
Responsible to: **Chief Executive Officer**

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### **Accountability**

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

### **Roles and Responsibilities**

Under the guidance of the CEO and/or his/her delegate, the post-holder shall fulfil the following roles and responsibilities:

1. Take a leading role in the use of digital technologies in literacy programmes organised by the Agency.
2. Plan and deliver literacy activities through the use of digital technologies, including robots.
3. Participate in all planning, on-going and final evaluation meetings.
4. Create a welcoming environment for service users.
5. Establish a caring and nurturing relationship with service users.
6. Be flexible and innovative in adapting differentiated teaching methodologies within a balanced literacy approach.
7. Act as a role model for participating parents/caregivers.
8. Process each session and prepare for the monitoring of sessions utilising the templates provided by the Agency.
9. Develop effective literacy education scenarios through the use of digital technologies.
10. Assist in the development of digital books in Maltese and ensure their proper formatting and uploading to the Agency's website.
11. Keep attendance for each session throughout the duration of the course.
12. Actively include volunteers/observers in activities.
13. Always respect and practise confidentiality.
14. Participate in the implementation of follow-up initiatives, activities and/or events where necessary.
15. Actively participate in training opportunities organised by the Agency.
16. Keep abreast of policies and research outcomes related to literacy.
17. Together with the NLA team assist in programme development and review.
18. Ensure that NLA's equal opportunities and standards are integrated into all aspects of the service.
19. Undertake first line child protection measures, reporting areas of concern to the CEO and/or his/her delegate.
20. Child protection: To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Directorate for Educational Services.
21. Dress appropriately according to the dress code policy provided by the Agency.
22. Participate in performance assessment sessions, on the basis of which further programme development is determined.
23. Carry out any other ancillary duties as assigned by the CEO and/or his/her delegate.

### **Eligibility criteria:**

Applicants must at the closing date of receipt of applications be in possession of:

- A recognised degree at MQF Level 6 or higher in Education OR Psychology OR any other relevant field\*.
- AND**
- Fluency in written and spoken Maltese and English (minimum certification at MQF Level 3, i.e. SEC Grades 1 to 5 or equivalent is required).

*\* If the degree is not one of those listed, applicants are to submit a justification in writing about the relevance of their qualification to the role and responsibilities of the job.*

*Candidates who provide evidence that they are in the final phase of studies leading to a relevant MQF Level 6 degree or higher may be considered. Employment will be subject to the successful achievement of the qualification within the first year of employment.*

### **Qualities of a Resource Leader, Digital Technologies in Literacy:**

- A clear educational vision in line with the aims of the National Curriculum Framework, the National Education Strategy, the Literacy Strategy, the Language in Education Policy for the Early Years, the Language in Education Policy for the Junior Years, and the ethos of the Agency.
- Ability and readiness to work in partnership with parents/caregivers.
- Sensitive to the needs of service users.
- Ability to work independently and as a team member.
- Highly motivated to work in this area.

### **Supervision Received:**

- The post-holder shall be accountable to the CEO and/or her/his delegate.
- The post-holder will be expected to work without constant supervision however support and supervision will be given by the Senior Manager and/or her/his delegate.

### **Terms and Conditions:**

- The role of Resource Leader (Grade E), Digital Technologies in Literacy, is either full-time (annualised average of 40 hours per week) or part-time, with a maximum commitment of 20 hours per week.
- When delivering sessions in schools or in the community, the working hours of Resource Leaders include both contact time and preparation time. Preparation time is calculated at a rate of 3 hours for every 5 hours of contact time.
- All hours worked, including preparation time, must be recorded using a timesheet or electronic system as directed by management.
- Record of work is to be submitted as directed by management and must include a brief description of tasks completed.
- The full-time salary of Resource Leaders (based on a 40-hour week) is that pertaining to NLA Grade E is €30,822 per annum (in 2026), with an annual increment of €600 per annum up to a maximum of €36,222. Part-time Resource Leaders are paid pro-rata, based on the number of hours they work.
- Resource Leaders benefit from performance bonus of up to 10% of the basic salary, subject to predefined performance indicators and appraisal evaluations in accordance with internal policies. Furthermore, full-time Resource Leaders will benefit from an annual NLA allowance.
- The stated rates are **all-inclusive** and cover any expenses incurred by Resource Leaders.
- Willingness to be flexible to meet the demands of the role.
- Availability during school hours.
- Availability throughout the calendar year (not only the scholastic year).

**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.*