

Date: **June 2026**  
Post Title: **Senior Resource Leader, Nwar**  
Agency: **National Literacy Agency (NLA)**  
Responsible to: **Chief Executive Officer (CEO)**

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### **Accountability**

The post-holder shall be accountable to the Chief Executive Officer (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 in the context of a family literacy support service:

1. Assist in the running of the Nwar service;
2. Effectively manage an Nwar site which includes:
  - Creating a welcoming environment for resource leaders, parents/guardians and learners;
  - Supervising and mentoring resource leaders;
  - Being responsible for all administrative issues pertaining to the Nwar centre;
  - Developing and maintaining student profiles, portfolios and/or learning templates with Nwar resource leaders;
  - Checking long-term planning as well as lesson plans, giving any required constructive feedback;
  - Regular presence in the teaching rooms, including session observations and feedback;
  - Evaluation of practices and report writing;
  - Collecting registration fees at the beginning of each term;
  - Ensuring correct attendance records of all resource leaders and students;
  - Chairing all Nwar centre team meetings;
  - Replacing resource leaders when necessary;
  - Informing and consulting the Senior Manager about any issues that arise at the centre, including with parents;
  - Keeping regular contact with the CEO and/or his/her delegate.
3. Organise regular meetings for parents/guardians;
4. Assist and mentor Nwar resource leaders in the planning and delivery of sessions;
5. Welcome and assist any observers to the Nwar site;
6. In centres with less than three tutors, regularly deliver sessions to one group if so instructed by the management;
7. Actively participate in all head office meetings and disseminate relevant information to team;
8. Respect and practise confidentiality at all times;
9. Assist in programme development and review;
10. Participate in training opportunities organised by the Agency;
11. Keep abreast of research related to literacy;
12. Ensure NLA's equal opportunities and standards are integrated into all aspects of the service;
13. Undertake first line child protection measures, reporting areas of concern to the CEO and his/her delegate;
14. 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;
15. Dress appropriately per dress code policy provided by NLA;
16. Participate in performance assessment sessions on the basis of which one's further involvement is determined;
17. Any other task that may, from time to time, be assigned by the CEO and/or his/her delegate.

### **Eligibility criteria**

- 1) Recognised teaching degree at MQF Level 6 or equivalent, OR a Diploma in Facilitating Inclusive Education at MQF Level 5, or equivalent; AND

- 2) Successful completion of the IfE Foundations of a Family Literacy Intervention Programme (Award). Successful completion of the Nwar Training Course or DQSE Basic Skills Training Certificate or Diploma in Literacy or equivalent or higher is also accepted, but upskilling may be required; AND
- 3) Maltese and English O-levels, SEC (Grades 1 - 5) or GCE certificates (Grades A - C), or equivalent; AND
- 4) A minimum of 2 years (4 semesters) experience as an Nwar Tutor / Resource Leader or comparable experience in literacy intervention.

Due consideration will be given to applicants who have experience in management and coordination.

### **Qualities of a Senior Resource Leader (Nwar)**

- A clear educational vision in line with the aims of the NCF, the National Literacy Strategy and the ethos of the NLA;
- Ability to mentor, supervise and motivate the Resource Leaders (Nwar);
- Ability and readiness to work in partnership with parents/guardians;
- Ability to work in and lead teams;
- Strong interpersonal and communication skills in relation to colleagues and service users;
- Strong organisational skills;
- Ability to work under pressure and meet deadlines;
- Sensitivity to working with vulnerable families.

### **Terms and Conditions**

- The role of Senior Resource Leader, Nwar, is part-time, with a maximum of 10 hours per week.
- Employees in this role are expected to work five (5) hours on-site per week (where on-site refers to the assigned Nwar Centre) and five (5) hours off-site to carry out the necessary research, reports and preparation to ensure the smooth running of the centre. Senior Resource Leaders may be expected to attend training and/or meetings with Senior Management at the premises of the employer as part of their off-site tasks.
- Hours worked must be recorded via a timesheet or electronic system as directed by management.
- Record of work must clearly outline session observations done and explain missed observations.
- The full-time equivalent salary of Senior Resource Leaders (based on a 40-hour week) is equivalent to NLA Grade D is €34,314 per annum (in 2026), with an annual increment of €650 per annum up to a maximum of €38,214. Part-time Senior Resource Leaders are paid **pro-rata**, meaning the salary is adjusted based on the number of hours they work.
- Senior Resource Leaders benefit from an annual Performance Bonus of up to 10% of the salary.
- In addition, Senior Resource Leaders (part-time) benefit **pro-rata** from these allowances, here based on a 40-hour week: Communication Allowance of €815 per annum and Expense Allowance of €1,000 per annum. The Expense Allowance covers all expenses incurred by Senior Resource Leaders (Nwar) such as transport expenses and material expenses for resources which may be prepared by the Senior Resource Leaders from time to time.
- Willingness to be flexible to meet the demands of the role.

**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.*