

**POSTS OF RESPONSIBILITIES 2016-2017**

Head of School	Assistant Heads & INCO
Ms Tereza Camilleri	Mr Pierre Camilleri Ms Maria Buttigieg Mr Marvik Galea Mr Paul Camilleri Ms Anna Maria Abela INCO
Heads of Department	Teachers in Charge of Subjects
Mr Lino Xerri Art Mr Jesmond Scerri IT Mr Jeffrey Camilleri IT Mr Mario Xerri E Learning Ms Joann Cordina European Studies Ms Miriam Teuma Xerri English	Arabic Biology Business Studies Chemistry Design & Technology French Geography German Graphical Communications Health and Social Care History Home Economics Italian Maltese Music PE Physics PSCD Religion Science Social Studies Spanish
Guidance Teachers	Librarians
Ms M' Claire Cassar School Counselling duties Ms Josianne Bugeja Year 11 Ms Ann Marie Aquilina Year 8 Ms Mary Dimech Year 8 Ms Jennifer Mercieca Year 7 Ms Frances Galea Year 7	Ms Victoria Vella Mr Vince Farrugia Ms Rose Marie Zammit Mr Robert Said
Card Operated Photocopier	Staff Room Notice Boards
Reception - to top up the card & papers	Mr Joseph Mercieca Staffroom 2 Mr Miriam Cutajar / Ms Diane Formos Staffroom 1
Parents On-line	Students' Council
Mr Ian Mario Grech Mr Lino Xerri Mr Mark Xerri	Ms Rosanne Apap Ms Marita Zammit Ms Carmen Sciberras Sultana
Health & Safety Teachers	Coordinating transport supervision
Ms Connie Cefai Ms Susan Portelli	Mr David Mario Fenech
Eco Skola Committee/ Activities / Noticeboard	School Magazine Committee
Ms Joany Xiberras Ms Ramona Mercieca	Mr Lino Xerri Editor Ms Sandra Debono collecting articles & proof reading Mr Jeffrey Camilleri
Noticeboards	Mr Mark Xerri
Mr Louis Spiteri Geography	Ms Caroline Young Mr Mario Abela Ms M'Georgette Spiteri collecting articles & proof reading
Replacements	Sound

Mr Pierre Camilleri	Mr Stephen Magro	
Celebration Day Certificates	School Website / ECDL Applications / Facebook page	
Mr Jesmond Scerri	Mr Jeffrey Camilleri	
Vending Machine Water	Weekly Spiritual Message & Classroom Noticeboards	
Mary Angela Caruana	Ms Diane Formosa	Year 7 & 11
GinEve Refalo	M Miriam Cutajar	Year 8 & 11
Sport Activities	School Annual Performance / Musical Activity	
Ms GinEve Refalo	Mr Mark Gauci	Ms Vinnie Stellini
Ms Melissa Farrugia	Ms Isabel Said	Ms Joline Vella
Ms Mary Angela Caruana	Mr Lino Xerri	
Ms Marlene Saliba	Ms Sharon Refalo	
Mr Sean Michael Daly	Mr David Mario Fenech	
E Twinning	School Graphic Designer	
Mr Mario Xerri	Mr Mario Abela	
Kreattiv	Religious Activities & Noticeboard	
Mr Jesmond Scerri	Mr Paul Stellini	Ms Vanessa Attard
Mr Jeffrey Camilleri		Ms Emma Attard
Ms Beverly Pace		Ms Frances Grech
Mr Mario Abela		Ms Mary Rose Attard
Science Teachers		
School Diary	First Aiders	
Ms Caroline Young	Ms Mary Angela Caruana	
Mr Mario Abela	Ms Melissa Farrugia	
Culture Mentor	Tuck Shop	
Mr Lino Xerri	Mr Joseph Hili	overall responsibility
Preparation for Examinations	Organizing Special Healthy Food Days / Promoting Healthy Food	
Mr Pierre Camilleri	Ms Mary Ann Portelli	
Mr Jesmond Scerri	Ms Francy Micallef	
Mr Jeffrey Camilleri	Ms Maria Assunta Bortone	
Noticeboards	Translation of newsletters/consent forms in Maltese	
Ms Marisa Grech	3 Science NB in Cor 4	Ms Moira Caruana
Mr Louis Spiteri	Geography & Football NB	Ms Irene Attard
Mr Joseph Attard	Science NB near Chemist	Promoting different cultures during assembly
		Ms Sandra Daly
Assistant Heads / HoDs / Discipline Team		
Assistant Head	HODs	Teacher in Discipline Team together with Asst Hd & HoDs
Mr Pierre Camilleri	Mr Jesmond Scerri	Ms Sharon Refalo
	Ms Joanne Cordina	
Ms Maria Buttigieg	Mr Mario Xerri	Mr Angelo Vella
Mr Paul Camilleri	Mr Jeffrey Camilleri	
Mr Marvic Galea	Ms Miriam Theuma Xerri	Ms Mary Angela Caruana
	Mr Lino Xerri	

#### Detention - Mid-Day Break

Ms Sue Portelli / Ms Charmaine Cassar

Detention to be held in Cor 2 everyday. Teachers are to contact the students, tell them about their detention and also give them the appropriate work to do. They also file a report on e1 and write the students names on a notebook at the reception. Students are to hand their work to their respective teachers. Ms Sue Portelli & Ms Charmaine Cassar note the attendance on the notebook and report to the assistant heads about the students' attendance and behaviour during detention.



