

# Government of Tuvalu – Job Description



<b>Position Title:</b>	<b>Assistant Head Teacher</b>	
<b>Band and Salary:</b>	<b>T1-T3</b>	<b>\$15,448 to \$29,287</b>
<b>Ministry and Department:</b>	<b>Education, Youth &amp; Sports</b>	<b>Education</b>
<b>Location:</b>	<b>Allocated</b>	
<b>Reports to:</b>	<b>Head Teacher</b>	

## JOB PURPOSE:

To assist with the leadership and management of the primary school, and to ensure that the learning outcomes and objectives are achieved.

## KEY RESPONSIBILITIES:

1. Leadership and management.
2. Curriculum development and implementation.
3. Manage student progress and achievements.
4. Pastoral care and student welfare.
5. Professional development.
6. Parent and community engagement.
7. Carry out school administration tasks and contribute to strategic planning.
8. Attendance and discipline.

## MAIN DUTIES AND OUTCOMES:

- 1.1 Collaborate with the head teacher to develop and implement the school's strategic plans and policies.
- 1.2 Assist in managing and supervising teaching and non-teaching staff members.
- 1.3 Participate in staff recruitment, induction, training, and performance evaluation.
- 2.1 Help oversee the development, implementation, and review of the school's curriculum to ensure it aligns with educational standards and meets the needs of students.
- 2.2 Support teachers in planning effective and engaging lessons that cater to diverse learning styles and abilities.
- 3.1 Analyze student performance data and work with teachers to identify areas for improvement and implement strategies to enhance student learning outcomes.
- 3.2 Support the tracking of student progress, assessment, and reporting to parents and guardians.
- 4.1 Contribute to creating a safe, inclusive, and nurturing school environment.
- 4.2 Assist in addressing student behavior and welfare concerns, working with teachers and parents to ensure student well-being.

## Government of Tuvalu – Job Description

- 5.1 Facilitate professional development opportunities for staff members to enhance their teaching skills, classroom management, and overall effectiveness.
- 5.2 Encourage a culture of continuous learning and growth among staff.
- 6.1 Collaborate with parents and the wider community to build positive relationships and partnerships that support student learning and development.
- 6.2 Organize and participate in parent-teacher conferences, open houses, and other school-related events.
- 7.1 Contribute to administrative tasks such as managing budgets, resources, and facilities.
- 7.2 Assist in school scheduling, coordination of activities, and overall operational efficiency.
- 7.3 Work closely with the head teacher and senior leadership team to develop long-term plans and goals for the school's improvement and growth.
- 8.1 Monitor student attendance and address truancy or persistent lateness as needed.
- 8.2 Assist in implementing appropriate disciplinary measures in accordance with school policies.

### MANDATORY REQUIREMENTS:

#### Qualification & Experience

Diploma in Primary Education with five years' work and management experience in a primary school.

#### Skills & Knowledge

Strong leadership qualities, including the ability to inspire and motivate staff, make important decisions, and manage conflicts.

Excellent communication skills, both written and verbal, in Tuvaluan and English.

Excellent organizational skills.

Excellent problem solving skills.

Good knowledge of educational policies.

Good interpersonal skills.

Familiar with educational technology and administrative tools.

### IMPORTANT NOTICE

#### **Applicants through their applications MUST:**

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

*It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.*