

# Government of Tuvalu – Job Description



<b>Position Title:</b>	<b>Classroom 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 and Human Resource Development</b>	<b>Education</b>
<b>Location:</b>	<b>Allocated</b>	
<b>Reports to:</b>	<b>Head Teacher</b>	

## JOB PURPOSE:

To foster a positive and engaging classroom environment, deliver age-appropriate lessons, and nurture the academic and personal growth of students.

## KEY RESPONSIBILITIES:

1. Curriculum planning and delivery.
2. Student engagement.
3. Individualized learning.
4. Assessment and feedback.
5. Classroom management.
6. Parent communication.
7. Extracurricular activities.
8. Positive role model.

## MAIN DUTIES AND OUTCOMES:

- 1.1 Develop detailed lesson plans that align with the primary school curriculum, taking into consideration the specific learning objectives for each grade level.
- 1.2 Create engaging and age-appropriate activities, projects, and assignments that promote active learning and cater to diverse learning styles.
- 1.3 Utilize a variety of teaching resources, including textbooks, multimedia, and educational tools, to enhance the effectiveness of lessons.
- 1.4 Incorporate cross-curricular connections to provide a holistic understanding of subjects and encourage interdisciplinary thinking.
- 1.5 Adjust teaching strategies based on ongoing assessment data to address students' needs and optimize learning outcomes.
- 2.1 Establish a positive and welcoming classroom environment that encourages student participation and fosters a sense of belonging.

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- 2.2 Integrate interactive elements such as group discussions, hands-on activities, and educational games to maintain students' interest and enthusiasm.
- 2.3 Use technology and digital resources to enhance lessons and introduce students to modern learning tools.
- 2.4 Encourage critical thinking by posing thought-provoking questions and challenges that stimulate students' intellectual curiosity.
- 3.1 Differentiate instruction to accommodate the varying learning needs, abilities, and interests of students in the class.
- 3.2 Provide additional support and enrichment activities for students who require extra help or seek more advanced challenges.
- 3.3 Modify assignments and assessments to ensure all students can access the curriculum and demonstrate their understanding.
- 3.4 Collaborate with special education professionals to develop and implement Individualized Education Programs (IEPs) for students with special needs.
- 4.1 Design and administer a range of assessment methods, including quizzes, tests, projects, and presentations, to measure students' understanding and progress.
- 4.2 Analyze assessment results to identify areas of strength and areas for improvement in students' learning.
- 4.3 Provide timely and constructive feedback on assignments and assessments, focusing on both academic achievements and areas for growth.
- 4.4 Set realistic and attainable goals for students, helping them track their progress and development over time.
- 5.1 Establish clear and consistent classroom rules and expectations, outlining behavior standards that contribute to a positive learning environment.
- 5.2 Implement effective classroom management strategies, such as positive reinforcement, clear communication, and consistent consequences for behavior.
- 5.3 Promote a safe and respectful classroom atmosphere that encourages mutual respect among students and fosters a sense of responsibility.
- 6.1 Initiate regular communication with parents or guardians through newsletters, emails, and parent-teacher conferences to provide updates on student performance and classroom activities.
- 6.2 Collaborate with parents to address concerns, discuss strategies for supporting student learning at home, and develop partnerships that benefit students' educational experiences.
- 7.1 Organize and supervise extracurricular activities, including clubs, projects, and field trips, that enhance students' social skills, creativity, and interests beyond the regular curriculum.
- 7.2 Foster a positive and inclusive environment during extracurricular events, encouraging students to explore their passions and talents.
- 8.1 Model positive behavior, respect, and integrity for students, demonstrating professionalism and a commitment to lifelong learning.
- 8.2 Promote a sense of empathy, responsibility, and teamwork among students through your own actions and interactions.

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## MANDATORY REQUIREMENTS:

### Qualification/Experience

Diploma in Primary Education or any equivalent Teacher qualification

### Skills and Abilities

Sound knowledge and understanding of up-to-date teaching and education practices.

Strong understanding of child development and educational psychology for primary-age learners.

Excellent communication skills for interacting with students, parents, and colleagues.

Proficiency in designing age-appropriate lesson plans and activities that cater to various learning styles.

## 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 checklist.

*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.*