

# Government of Tuvalu – Job Description



<b>Position Title:</b>	<b>Head Teacher</b>	
<b>Level and Salary:</b>	<b>T1-T3</b>	<b>\$15,448 to \$29,287</b>
<b>Ministry and Department:</b>	<b>Ministry of Education, Youth and Sports</b>	<b>Department of Education</b>
<b>Location:</b>	<b>Funafuti</b>	
<b>Reports to:</b>	<b>Director of Education</b>	

## **JOB PURPOSE:**

Provide leadership and management of a Tuvaluan primary, secondary and post-secondary school, and to ensure that good quality learning outcomes and objectives are achieved for the Ministry of Education.

## **KEY RESPONSIBILITIES:**

1. Lead the learning and teaching programs of the school.
2. Manage the effective management of the school and education programs.
3. Manage the development, maintenance and implementation of school policies and staff members.
4. Manage and maintain strong working relationships with all students, parents, community, Kaupule and colleagues.
5. Manage the work performance of the staff to ensure they meet their work expectations.

## **MAIN DUTIES AND OUTCOMES:**

- 1.1 Manage the development, implementation and evaluation of the school's scheme of work in all subjects.
- 1.2 Manage and report on teachers programs and performance, including records of learning outcomes.
- 1.3 Manage the compliance with the school policies and procedures, and the achievement of learning goals and objectives.
- 2.1 Ensure the efficient and effective management of school resources and classroom processes.
- 2.2 Support the assistant head teachers with ongoing developmental training programs on curriculum and learning programs.
- 3.1 Ensure all system policies, regulations and procedures are being effectively implemented.

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- 3.2 Monitor and evaluate cost effective use of human, financial, and information technology resources to achieve agreed goals for learners.
- 3.3 Manage the Education Management Information System survey data to support continuous improvement.
- 4.1 Build productive working relationships with Kaupule, school committees, parent groups and school staff through valuing and recognizing skills, contributions and achievements.
- 4.2 Manage change management programs, school workshops, staff and parent groups.
- 5.1 Lead and support the school staff with day-to-day operational activities.
- 4.2 Provide ongoing feedback on work performance and attendance of staff, through; regular meetings, constructive feedback, training/development and input into the performance appraisal process.

### MANDATORY REQUIREMENTS:

Degree in Primary Education or an equivalent Teacher qualification with 3 years in a leadership/managerial role and or experience in primary school teaching.  
Complete a GCSL programme (Graduate Certificate in School Leadership)

### DESIRABLE REQUIREMENTS:

Advanced qualification from a recognized institution  
Ability to effectively manage and supervise a large team  
High-level attention to detail and accuracy  
Excellent knowledge and understanding of up-to-date teaching and education practices  
Excellent interpersonal relationship skills  
Excellent written and oral in Tuvaluan and English  
Excellent time management skills

### 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 recognise 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.*