

Government of Tuvalu – Job Description



Position Title:	Education Officer - Literacy	
Band and Salary:	T1 - T3	\$15,448 to \$29,287
Ministry and Department:	Education, Youth & Sports	Education
Location:	Funafuti	
Reports to:	SEO Curriculum	

JOB PURPOSE:

Education Officer – Literacy to concentrate on literacy work with the aim of improving the literacy level of students.

KEY RESPONSIBILITIES:

1. Provide the required resources on Literacy
2. Carry out Professional Developments for teachers on the delivery of literacy outcomes.
3. Monitor and report on the literacy progress of students at all levels.
4. The officer will have to monitor and report on the literacy progress of students in each school
5. Work with the Department of Education to develop a clear understanding of what literacy is and present as a strategy for discussion
6. Keep updated with reports writing to provide as tangible evidence of impact of change

MAIN DUTIES AND OUTCOMES:

- 1.1 Responsible for providing the required resource on numeracy to schools.
- 2.1 Responsible for carrying out professional developments for teachers on the delivery of literacy outcomes.
- 2.2 Provide support for teachers on teaching English at all levels.
- 2.3 Work with the Department of Education to develop a clear understanding of what numeracy is and present as a strategy for discussion.
- 3.1 Monitor and report on the numeracy progress of students in each school to the SEO Curriculum.
- 3.2 Monitor and report on the numeracy progress of students in each school at all levels.
- 4.1 Audit school literacy resources and teacher capabilities – develop a clear understanding of the challenges facing schools in teaching reading and writing.

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- 5.1 Identify what has been done in the past, gather relevant resources from past projects, and identify what worked and what did not.
- 6.1 Keep updated with report writing to provide tangible evidence of impact of changes.
- 6.2 Develop an in-school based professional development program to train/coach teachers and head teachers in teaching classroom literacy programs.
- 6.3 Parents involvement in Literacy program, planning and implementing.
- 6.4 Parents and stakeholder consultation – literacy awareness and expectations.
- 6.5 Identify and purchase suitable reading books in Tuvaluan and English for year 1- 4.

MANDATORY REQUIREMENTS:

Degree in Education (Secondary Teaching), at least 3 years of working experience in education.

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)

High-level attention to detail and accuracy

Sound Microsoft Office and computer skills

Ability to liaise with a range of stakeholders

Sound time management skills

IMPORTANT NOTICE

Applicant through their application 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.

NOTE:

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.