

Government of Tuvalu – Job Description



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| Position Title: | Principal – Motufoua Secondary School | |
| Band and Salary: | T1-T3 | \$15,448 - \$29,287 |
| Ministry and Department: | Education and Human Resource Development | Youth Department |
| Location: | Motufoua Secondary School, Vaitupu Island | |
| Reports to: | Director of Education | |

JOB PURPOSE:

The Principal is responsible for the overall operation of Motufoua Secondary School (MSS) with a major purpose to provide strategic direction and manage the day-to-day operation in the school system

KEY RESPONSIBILITIES:

1. Provide strategic direction for the school, in close collaboration with Education Department.
2. Manage and provide support to the students, teachers and support staff of the school.
3. Link MSS to the Education Department and the Ministry and other stakeholders and vice
4. Ensure that quality teaching and learning are delivered in MSS, in order to elevate MSS a center of Excellence
5. Manage and monitor human resource, assets, infrastructure facilities, budget and data in MSS
6. Create and provide a safe environment that is conducive for learning and working

MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities listed above)

- 1.1 Supervise school's staff and oversee day to day school operations
- 1.2 Prepare annual work plan, strategic plans and other forms of plans and policies, in close collaboration and or consultations with MSS Staff and Education Department.
- 1.3 Review policies and procedures where necessary
- 1.4 Implements key priorities that are spelt out in National Strategic Plans (Te Kete and 21 Priorities), TESP IV, the Education Act, regulations and policies.
- 2.1 Organize professional developments (PDs) for staff
- 2.2 Provide clear logistical instructions to student and staff
- 2.3 Provide mechanisms and systems, such as special classes and support groups, which motivate students and/or support students' learning

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- 2.4 Provide guidance and counseling to students and staff
- 2.5 Implement and manage a performance management system (orientation/induction, professional guidance and support, appraisals and increments) for all staffs
- 2.6 Provide mechanisms that allow staff to freely reveal their grievances and also suggestions
- 2.7 Manage and provide support to all students. in all aspects of life (academics octal, physical and spiritual)

- 3.1 Provide brief quarterly reports to Director of Education, regarding major programs, achievements and challenges
- 3.2 Ensure that MSS maintains or strengthens its evergreen relationship with Vaitupu Island community and all other relevant stakeholders.
- 3.3 Promptly provide required information to Minister and Secretary
- 3.4 Deliver information to the public i.e. to raise public awareness, in relation to its (MSS's) internal programs and activities

- 4.1 Setting performance objectives for students and teachers
- 4.2 Monitor and reports/appraise teachers' and support staff's performance
- 4.3 Research new resources and teaching methods/techniques to improve teaching
- 4.4 Ensure that school curriculum (and syllabi) are reviewed to maintain their relevancies and validities, in relation to the context of Tuvalu
- 4.5 Identify areas for improvement and strategically bridge those gaps
- 4.6 Ensure that Tuvaluan values are taught to and learned by students
- 4.7 Search for and offer variety of and relevant programs/subjects- academic and vocational- for students

- 5.1 Administer and manage allocated budget and assets of the school
- 5.2 Work on MSS annual budget, in collaboration with MSS Management Committee and Education Department
- 5.3 Facilitate school census activity, update assets register, and data collection processes for school records and TEMIS
- 5.4 Regularly check ana monitor school's infrastructural facilities (dormitories, classrooms, water storage facilities, chapel etc.) and facilitate maintenance and renovation works.
- 5.5 Value and preserve historical landmarks/buildings/facilities in MSS
- 5.6 Manage human resource (work-force) and ensure all vacancies are filled accordingly

- 6.1 Manage and implement and evacuation and safety plan for the whole of school
- 6.2 Discipline students accordingly to school policy and enforce school rules
- 6.3 Set up mechanism that minimize and expunge bullying and to advocate against bullying in MSS.
- 6.4 Identify possible risk in school, and prepare solutions for those risks.

MANDATORY REQUIREMENTS:

- 1. A Master Degree in Education (with post-graduate certificate or diploma either in leadership or management or relevant field)
- 2. A minimum of five 5 years of work experience in Secondary Teaching with at least three (3) years' experience in the senior management
- 3. Good knowledge and understanding on behavioral management and educational leadership
- 4. Have graduate with GCSL (Graduate Certificate in School Leadership)

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DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)
Sound Microsoft Office and computer skills
High-level attention to detail and accuracy
Ability to respect and liaise with a range of stakeholders
Sound time management skills
Ability to listen to students' and staff grievances
Have the will power to work overtime or outside working hours

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.