

Government of Tuvalu – Job Description



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| Position Title: | Education Officer – Inclusive Education | |
| Level and Salary: | T1-T3 | \$15,448 - \$29,287 |
| Ministry and Department: | Ministry of Education and Human Resource Development | Department of Education |
| Location: | Funafuti | |
| Reports to: | Senior Education Officer - Secondary | |

JOB PURPOSE:

Provide leadership and professional inclusive education support across Tuvaluan schools to ensure that good quality learning outcomes and objectives are achieved for the Ministry of Education and Human Resource Development.

KEY RESPONSIBILITIES:

1. Lead and coordinate the development and implementation of inclusive education programs for students with disability across all schools.
2. Provide professional support, guidance, and regular monitoring visits to teachers working with students with disabilities or special educational needs.
3. Organize and deliver ongoing training and capacity-building workshops for teachers, school leaders, and support staff on inclusive education practices, differentiated teaching, and classroom adaptations.
4. Work with schools to ensure physical learning environments are accessible, inclusive, and child-friendly for students with disabilities.
5. Support schools in identifying students with special needs through assessment tools and liaise with health or social services when needed.
6. Conduct awareness campaigns to promote inclusive education among communities, parents, and stakeholders.
7. Collect and maintain updated data on students with special needs and inclusive education services.

MAIN DUTIES AND OUTCOMES:

- 1.1 Design and review inclusive education strategies and action plans in line with MEHRD and Tuvalu Education Sector Plan goals.
- 1.2 Coordinate with schools, development partners, and stakeholders to implement inclusive education initiatives.
- 1.3 Develop resource materials and toolkits to support inclusive program delivery.

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- 2.1 Conduct regular school visits to observe and support inclusive teaching practices.
- 2.2 Consistent support and improved learning outcomes for students with special needs
- 2.3 Offer feedback(s), coaching, and mentoring to inclusive classroom teachers.
- 3.1 Plan and facilitate workshops focused on inclusive education strategies.
- 3.2 Collaborate with experts or development partners to deliver necessary inclusive training.
- 3.3 Evaluate Professional Development training effectiveness and follow up with schools for continued support.
- 4.1 Support in the basic assessment of school infrastructure for accessibility and recommend improvements.
- 4.2 Support planning for minor renovations or equipment to improve accessibility to a safer and more inclusive physical environments.
- 5.1 Guide teachers in referral procedures and documentation.
- 5.2 Coordinate with health or welfare services for assessments or additional support.
- 6.1 Plan and implement awareness sessions at community and school level.
- 6.2 Develop IEC (Information, Education & Communication) materials on inclusion.
- 6.3 Support in strengthening parents and stakeholders' engagement in discussions and outreach events.
- 7.1 Gather school-level data on students with disabilities and services provided.
- 7.2 Maintain a national inclusive education database to timely feed the TEMIS.
- 7.3 Analyze and report trends to inform MEHRD planning and policy.

MANDATORY REQUIREMENTS:

Degree in Inclusive Education with 3 years of experience in the inclusive education area

AND

Skills and Knowledge

Ability to effectively manage and supervise a large team
High-level knowledge and understanding of up-to-date teaching and education practices
High-level communication skills (Tuvaluan and English)
Ability to liaise effectively with a range of stakeholders
High-level attention to detail and accuracy
Sound time management skills
Computer literate (word and excel)

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.