

Government of Tuvalu – Job Description



Position Title:	Education Officer - Primary	
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 - Primary	

JOB PURPOSE:

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

KEY RESPONSIBILITIES:

1. Support the implementation of national education policies and the Tuvalu Education Sector Plan IV (TESP IV) at the primary school level.
2. Regularly visit and monitor primary schools to assess teaching quality, student performance, and school leadership.
3. Provide professional guidance and mentoring to school leaders and teachers.
4. Support the implementation of the national curriculum in all primary schools.
5. Coordinate and conduct teacher professional development workshops.
6. Collect and analyze school-level data to support evidence-based planning.
7. Support in Planning & Resourcing

MAIN DUTIES AND OUTCOMES:

- 1.1 Support the development, implementation and evaluation of the School Annual Improvement Plan (SAIP)
- 1.2 Support and assist schools' Monitoring, Evaluation, Reporting and Learning progress of their SAIP
- 1.3 Monitor and report on school compliance with relevant education policies and initiatives.
- 2.1 Conduct regular school visits using MEHRD standardized monitoring tools.
- 2.2 Evaluate classroom teaching practices and student engagement.
- 2.3 Assess and support the effectiveness of school leadership and management.
- 3.1 Offer coaching to new and existing teachers on effective pedagogies.
- 3.2 Support school leaders in improving their management and leadership skills.
- 3.3 Promote a culture of reflection and professional growth within schools.

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- 4.1 Ensure schools have access to the current curriculum and teaching resources.
- 4.2 Provide clarification and support to teachers on curriculum content and delivery.
- 4.3 Identify and report challenges in Curriculum, and Annual Teaching Program (ATP) implementation
- 5.1 Plan and deliver training sessions in response to identified school needs.
- 5.2 Collaborate with relevant stakeholders to support capacity-building programs for Continuous Professional Developments (CPDs)
- 5.3 Evaluate workshop outcomes and teacher application of learned strategies.
- 6.1 Timely gather data on relevant education data sets to feed the TEMIS (i.e. enrolment, student performance, teacher deployment, and resources, etc.).
- 6.2 Assist schools in using data for school planning and improvement.
- 7.1 Assist schools with the development of School Improvement Plan (SIP) and budgets.
- 7.2 Monitor the use of school grants and support resource planning.
- 7.3 Communicate school resource needs to MEHRD for action.

MANDATORY REQUIREMENTS:

Degree in Primary Education with 3 years of working experience in a leadership role and/or primary education

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.