

# Government of Tuvalu – Job Description



<b>Position Title:</b>	Graduate Teacher: Mathematics and Physics	
<b>Level and Salary:</b>	T1-T3	\$15,448 - \$29,287
<b>Ministry and Department:</b>	Education and Human Resource Development	Education
<b>Location:</b>	Motufoua Secondary School	
<b>Reports to:</b>	HOD Mathematics & HoD Science	

## JOB PURPOSE:

To effectively teach and facilitate senior Mathematics and Physics that meets the educational standards in Tuvalu and at Motufoua Secondary School.

## KEY RESPONSIBILITIES:

1. Lead the learning and teaching of Mathematics and Physics programs in the classroom
2. Assist with the effective management of the school
3. Accept accountability
4. Maintain detailed records of all professional activities
5. Plan and implement Professional Duties allocated by the school administration

## MAIN DUTIES AND OUTCOMES:

- 1.1 Ensure that system goals are being achieved;
- 1.2 Ensure that school and community learning goals are being achieved and that school policies and procedures are being effectively implemented;
- 1.3 Assist in the development, implementation and evaluation of the Mathematics and Physics Scheme of Work, Mathematics and Physics Subject Outline and Mathematics and Physics Annual Teaching Program;
- 1.4 Observe students learning and using these observations to improve learning and teaching programs;
- 1.5 Assess and evaluate students' learning outcomes of Mathematics and Physics subjects on a daily basis and using results to plan learning and teaching programs;
- 1.6 Maintain comprehensive and accurate records of students' formative and summative learning outcomes of Mathematics and Physics subjects by using Student Progress Record Tracker;
- 1.7 Participate in and leading Professional Development in the school community on curriculum and on teaching and learning programs; sharing good learning and teaching pedagogies and resources with colleagues;
- 1.8 Prepare advance planning of lessons

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- 1.9 Recognize and celebrate good performance and good learning outcomes with students; and
- 1.10 Provide meaningful reports on learning outcomes, to students and parents on a regular basis.
- 2.1 Ensure that system policies, regulations and procedures are being effectively implemented;
- 2.2 Make the best possible use of available human, financial, physical, knowledge, information and technology resources to achieve agreed goals for learners;
- 2.3 Use classroom management processes that are efficient, effective, equitable and transparent;
- 2.4 Use, value and recognize the skills, efforts, contributions and achievements of students and parents;
- 2.5 Build productive partnerships with the school and its community;
- 2.6 Communicate effectively in all directions and at all levels; and
- 2.7 Participate in change management programs and processes.
- 3.1 Accept personal responsibility for the outcomes of their own performance and for the performance of those who they teach;
- 3.2 Actively promote the best interests of children/students at all times;
- 3.3 Ensure that the best possible outcomes are achieved at all times;
- 3.4 Report outcomes honestly and using them to plan new directions and actions; and
- 3.5 Maintain and uphold the Tuvalu Professional Teachers' Standards.
- 4.1 Ensure all professional circulations documents are kept properly in Professional Folder;
- 4.2 Ensure all school policies are kept and effectively use in guiding professional decision making;
- 4.3 Ensure all students' records are kept confidentially; and
- 4.4 Propose changes to school policies for improvement.
- 5.1 Attend shift duty throughout the academic year as allocated on duty roster;
- 5.2 Write duty report in Staff Log book;
- 5.3 Ensure the students are safe during the shift duty;
- 5.4 Ensure the school program is effectively executed during the shift duty;
- 5.5 Carry out Duty Staff responsibilities provided in the teacher handbook effectively;
- 5.6 Counsel and provide professional advice to students with behavioral disorders;
- 5.7 Provide detail report of any serious incident happened during the shift duty; and
- 5.8 Attend all extra-curricular and other activities organize by the school.

### **MANDATORY REQUIREMENTS:**

Bachelor of Science and Graduate Certificate in Education specializing in teaching Mathematics and Physics or a Bachelor in Education majoring in Mathematics and Physics

With three years working experience in teaching Mathematics and Physics

### **DESIRABLE REQUIREMENTS:**

Good written and oral communication skills in both English and Tuvaluan  
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

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### 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 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.*