

# GOVERNMENT OF KIRIBATI

## POSITION DESCRIPTION

1. <b>Ministry:</b> Ministry of Education		
2. <b>Position Title:</b> In service Program Coordinaor	3. <b>Salary Level:</b> L 7-6	4. <b>Division:</b> Kiribati Teachers’ College
5. <b>Reports To:</b> Principal/ Deputy Principal (Academic)	6. <b>Direct Reports:</b> Deputy Principal (Teaching and Quality)	
7. <b>Primary Objective of the Position:</b> The Senior Manager for Professional Learning will work closely and collaboratively with colleagues in the Kiribati Teachers College, particularly the principal, lecturers and Associate Lecturers, on the development and delivery of leadership program for principals, teacher professional development programs and supporting teachers to improve their English and implement the new curriculum.		

<b>8. Position Overview</b>	
9. Financial: Nil	<b>9. Legal:</b> <ul style="list-style-type: none"> <li>• Education Act 2013</li> <li>• Kiribati National Condition of Service 2012</li> <li>• Education Code of Ethic</li> <li>• ESSP 2020-2023</li> <li>• Operational Manual and other policies and procedures set by the College</li> </ul>
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Deputy Principal A( Academic)</li> <li>• Deputy Principal ( Corporates Services)</li> <li>• Associate Lecturers/ Review Team</li> <li>• Support staff</li> <li>• Headman and Head Woman</li> <li>• Security Guards</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Guardians</li> <li>• Course Approval Committee members</li> <li>• Staff of MOE Headquarter</li> <li>• Donor Agencies</li> <li>• Island Education Coordinators</li> <li>• School Head Teachers and Teachers</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• wider school community</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

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To be referred to Manager: <ul style="list-style-type: none"><li>• Monitor and reporting on CPD programs and processes of facilitating and coordinating of the programs (training schedule, facilitators et)</li></ul>		
<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"><li>▪ <b>KDP/KPA: KPA 1:Human Resource Development</b></li><li>▪ <b>MOP Outcome: KPA 1: Human Resource Development 1.5</b></li></ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Effective and efficient instructional process	<ol style="list-style-type: none"><li>1. Participate in the recruitment and induction of the Associate Lecturers</li><li>2. Managing and supervising Associate Lecturers working with primary and JSS principals and school leaders to implement initiatives in target schools to improve teacher competencies and student learning outcomes</li><li>3. Preparing Associate Lecturers to work with primary and junior secondary teachers in the effective implementation of the new curriculum using appropriate approaches and methodologies</li><li>4. Collaborating with Associate Lecturers, Primary and Junior Secondary Principals and IECs on the development and delivery of school/island based teacher professional development programs</li><li>5. Ensuring support of TESOL and English upgrading of teachers in primary and JSS</li><li>6. Supporting the delivery of national teacher professional development programs including, but not limited to, the Leading Learning and Instructional Leadership program, and other in-service training programmes</li></ol>	<ul style="list-style-type: none"><li>▪ Effective and efficient school leadership</li><li>▪ Improved teaching performance</li><li>▪ Improved learning achievement of school children/students learning achievement</li><li>▪ Students achieve the recommended curriculum learning outcomes</li></ul>

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	<p>7. Assisting with the development and marking of the teacher portfolio process for in-service teachers and contribute to the evaluation of the uptake and its effectiveness</p> <p>8. Monitoring and monthly reporting on activities, challenges and achievements of Associate Lecturers and CPD implementation</p> <p>9. Coordinate other training programmes for in-service teachers</p> <p>10. Participate in Quality Teaching and Learning Team undertakings</p> <p>11. Participate in reviewing, developing and monitoring the implementation of the college policies</p> <p>12. Will be required to teach a course (s)</p> <p>13. Review and or develop a course and course materials related to his/her field of study (subject area)</p> <p>14. Plan, deliver and assess a course related to his/her field of study</p> <p>15. Facilitate and participate in professional development activities and knowledge sharing activities</p> <p>16. Collaborate and share resources, ideas, knowledge and skills with ALs/Review Team and KTC Faculty staff</p> <p>17. Analyse teacher trainees' results and competencies to improve the teaching and learning</p> <p>18. Carry out mini educational researches related to teaching and learning.</p> <p>19. Submit reports including trainees' attendance and grades on a timely manner</p> <p>20. Engage in supervision or assessment of Interns</p> <p>21. Participate in extra-curricular activities</p>	<ul style="list-style-type: none"> <li>▪ Effective and efficient monitoring of the college policies</li> <li>▪ Improved learning of pre-service and in-service trainees</li> <li>▪ Timely receipt of grades by students enabling them to identify areas for improvement</li> </ul>
Management (SBM- Working collaboratively	<p>1. Self-appraise himself/herself using newly developed KTC Staff Appraisal system</p> <p>2. Participate in assigned Committee meetings</p>	Quality teaching and learning in the classroom is maintain

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	<ol style="list-style-type: none"> <li>3. Participate in all internal and external Professional Development Activities</li> <li>4. Participate in Peer Appraisal system</li> <li>5. Reviewing the performance of Associate Lecturers</li> <li>6. Look after and manage the college's properties well</li> <li>7. Participate in cost- saving activities ( e.g Electricity consumption, Printing etc)</li> <li>8. Provide counselling and other supports to trainees in personal groups including facilitating extra-curricular activities</li> <li>9. Representing KTC in external activities/meetings</li> <li>10. Participating in KTC meetings and grading and other activities</li> <li>11. Any other related tasks that may be assigned from time to time</li> </ol>	<p>High quality performance maintained among ALs</p> <p>Improved delivery of courses</p> <p>Conducive learning environment that is fully resourced</p>
<b>10. Key Challenges</b>		<b>11. Selection Criteria</b>
<p>A key challenges of the post is train teachers to be passionate, innovative, creative and committed teacher to enhance improve the learning outcomes of all Kiribati Students to become good and responsible citizens in future.</p>		<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Qualification: Bachelor's Degree</b> or on any teaching fields with at least 5 years teaching experience at tertiary level, and 3 years' middle management experience at tertiary level</p> <p style="text-align: center;"><b>OR</b></p> <p><b>A Post Graduate or Master's Degree with be an advantage</b></p> <p><b>Job Training:</b></p> <ul style="list-style-type: none"> <li>• Programme coordination and Leadership</li> <li>• Teacher training/ Professional Development for pre-service and in-service teachers</li> </ul>

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	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <p><b>English Language</b> – Advanced English language proficiency</p> <p><b>Education and Training</b> – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.</p> <p>Knowledge of principles of programme and team coordination and management</p> <p><b>Leadership:</b></p> <p>Demonstrate leadership and innovative in teaching (eg., development of innovative teaching approaches, resource development, mentoring of other teachers, establishment of school based professional development initiatives etc).</p> <p>Well-developed presentation and facilitation skills</p> <p>Has the ability to lead groups of colleagues and establish positive working relationships with a range of people across contexts including KTC lecturers, school leaders and teachers</p> <p><b>Computer literate</b> – well developed ICT, data collection and analysis skills, must have advance knowledge and skills on Microsoft word, excel and power point program their uses and applications to enhance teaching and learning.</p> <p><b>Psychology</b> – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.</p> <p><b>Customer and Personal Service</b> – Knowledge of principles and processes for providing customer and personal services. This includes</p>
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	<p>customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.</p> <p><b>Public Safety and Security</b> – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.</p> <p><b>Skills</b></p> <p><b>Instructing</b> – Teaching others how to do something.</p> <p><b>Speaking</b> – Talking to others to convey information effectively.</p> <p><b>Active Listening</b> – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p> <p><b>Reading Comprehension</b> – Understanding written sentences and paragraphs in work related documents.</p> <p><b>Learning Strategies</b> – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.</p> <p><b>Social Perceptiveness</b> – Being aware of others' reactions and understanding why they react as they do.</p> <p><b>Writing</b> – Communicating effectively in writing as appropriate for the needs of the audience.</p> <p><b>Active Learning</b> – Understanding the implications of new information for both current and future problem-solving and decision-making.</p> <p><b>Critical Thinking/ Logic thinking</b> – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</p> <p><b>Monitoring</b> – Monitoring/ Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.</p>
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	<p><b>Time Management</b> – Managing one's own time and the time of others.</p> <p><b>Complex Problem Solving</b> – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.</p> <p><b>Persuasion</b> – Persuading others to change their minds or behavior.</p> <p><b>Attributes</b></p> <ul style="list-style-type: none"><li>i. Honest</li><li>ii. Smart</li><li>iii. Respectful</li><li>iv. Dutiful</li></ul>
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