

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Deputy Principal JSS	3. Salary Level: 10-9	4. Division: School Improvement Unit
5. Reports To: Principal	6. Direct Reports: Teachers	
7. Primary Objective of the Position: To plan, organize and implement an appropriate instructional program(s) in a conducive learning environment that guides and encourage students to develop and fulfill their academic potential.		
8. Position Overview		
9. Financial: Nil	10. Legal: Education Act 2013, National Condition of Service 2012 and Education Code of Ethics.	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Principal • Teachers • JSS Supporting staff i.e securities <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Reporting on students' academic performance, discipline and factors that are needed by the school community concerning students 	12. External Stakeholders: <ul style="list-style-type: none"> • Parents • SIP Committee • Students • Staff at MOE headquarter <p>To be referred to Manager</p> <ul style="list-style-type: none"> • wider school community 	
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA: KPA 1:Human Resource Development</i> ▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Curriculum & Administrative Delivery	<ol style="list-style-type: none"> 1. Internal examinations – preparing timetable, coordinating typing of exam paper, arranging supervision of exam classes 2. Compiling school lists – e.g. form captain lists etc. 	Relevant plans are provided according to prescribed curriculum

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	<ol style="list-style-type: none"> 3. Supervision of maintenance and support staff 4. Staff attendance and absences – monitor and keep recording 5. Timetabling 6. Terms Calendars – coordinate information and the calendar of events for each term. 7. Head of Departments and Form teachers – deal with matters referred by HoDs. Liaise with HoDs about matters concerning their department, and select teachers for each class. 8. Prize giving/graduation – Liaise with prize giving or graduation committee to arrange prize giving/graduation 9. Deputize for the principal as necessary 10. Meet regularly with the principal and SMs for consultation on school matters 11. School budget/finances – contributing to the drafting of the budget in areas such as: Subject department stationary and textbooks and maintenance 12. Contribute ideas on professional matters for general departmental improvement 13. Keep up-to-date in all curriculum/subject areas. 	<p>Deputy principal is knowledgeable on subject matters and changes involved in the prescribed curriculum.</p>
Resource Management	<ol style="list-style-type: none"> 1. Provide appropriate resources to support lessons: Arrange for field trip, charts, illustrations, guest speakers, library, maps models 2. Provide resources for teachers 3. Ensure that resources are well maintained 	<p>Work with teachers and HoDs to ensure school resources are kept and recorded advance booking for excursion.</p>
Cultural Awareness	<p>Be a good cultural role model</p>	<p>Appearance – appearance and dress should be appropriate Language – speak politely and avoid offensive slang</p>

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		Behavior –show respect, good manners and tact Communicate well with the community
Professional Standard	<ol style="list-style-type: none"> 1. Be a good model for students 2. Be punctual to work 3. Be well organized 4. Be committed and enthusiastic 5. Keep a record of students’ daily attendance with the help of subject teachers 6. Keep an update record of students’ performance and report to principal. 7. Sign student report forms 8. Perform duties assigned by the principal 9. Perform extra responsibilities as required 10. Arrange for stand-in for absent colleagues 11. Adhere to all school policies and procedures 	Maintain a high standard of professionalism.

14. Key Challenges	15. Selection Criteria
The post holder is expected to work more hours when and if required from time to time. The post holder must be involved in the school extra curricula activities required for the development and betterment of the school.	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Minimum Education Qualification: KTC Diploma in teaching</p> <p>Experience: 10 -15 years teaching experience in Junior Secondary School</p> <p>Job Training: work-related experience, Management and leadership experience</p>
	<p>15.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <p>Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.</p>

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	<p>English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</p> <p>Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology</p> <p>Psychology – 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>Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.</p> <p>Computers and Electronics – Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.</p> <p>Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.</p> <p>Skills</p> <p>Active Listening – 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>Reading Comprehension – Understanding written sentences and paragraphs in work related documents.</p> <p>Speaking – talking to others to convey information effectively.</p>
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	<p>Critical Thinking – using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</p> <p>Writing – communicating effectively in writing as appropriate for the needs of the audience.</p> <p>Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.</p> <p>Monitoring – Monitoring/ Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.</p> <p>Time Management – Managing one's own time and the time of others.</p> <p>Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.</p> <p>Attributes</p> <ul style="list-style-type: none">i. Honestii. Smart
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