

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Employment and Human Resource		
<b>2. Position Title:</b> English Trainer & Assessor Or Lecturer English	<b>3. Salary Level:</b> L11-10/9-7	<b>4. Division:</b> Kiribati Institute of Technology (KIT) <b>Location:</b> KIT Kiritimati Campus
<b>5. Reports To:</b> Deputy Director with day to day reporting to the Head, School of General Studies	<b>6. Direct Reports:</b> Nil	
<b>Primary Objective of the Position:</b> To deliver English classes to full time and part time courses to agreed quality standards. To assist the Head of School in developing programmes and initiatives to raise the numeracy and literacy proficiency of students to the required standards.		

<b>7. Position Overview</b>	
9. Financial: Nil	10. Legal: Kiribati National Conditions of Service 2012
11. Internal Stakeholders: <ul style="list-style-type: none"> <li>• Full and part time KIT students</li> <li>• Employees and Senior Managers at KIT</li> <li>• Employees and Senior Managers within other Ministry Divisions</li> <li>• SfEP Advisers</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>• Internal and external issues</li> <li>• Quality requirements</li> <li>• Facility issues</li> </ul>	12. External Stakeholders: <ul style="list-style-type: none"> <li>• Public sector employers</li> <li>• Community and industry representatives</li> <li>• Other GoK ministries</li> <li>• KIT Alumni</li> <li>• Student work experience issues</li> <li>• Private and public sector employers</li> </ul> To be referred to Manager <ul style="list-style-type: none"> <li>• Industry needs</li> </ul>

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- Student work experience issues
- Course advisory needs

**13. KEY ACCOUNTABILITIES***(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA:** KPI 1 Human Resource Development; KPI 2 Economic Growth and Poverty Reduction

- **MEHR MOP Outcome:**

*Goal 1. Develop an integrated and accountable TVET system to improve workforce skills*

*Goal 5. Training for economic and sustainable development*

- Ministry of Health and Medical Services Strategic Plan (2011-15)

- **Divisional/Departmental/Unit Plan:**

*Goal 1: Further develop KIT into a high quality institution offering a range of TVET courses to international standards.*

*Goal 2: Increase national and international employment and further study opportunities for KIT graduates*

*Goal 3: Ensure equitable access for I-Kiribati to KIT courses*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Teach and assess KIT English courses	New English courses are developed.	Lesson plans, teaching resources and assessment tools, are developed, contextualised for Kiribati and stored in the approved repository. Assessment tools validated.
	English courses are delivered in an enthusiastic and effective way using approved teaching resources	Teaching is delivered consistent with agreed quality standards.

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	Students are mentored and fully supported.	Unit and course completion rates meet agreed KIT benchmarks
	Assessment is provided using approved assessment tools	Assessments are marked and returned to students within 2 weeks from date of assessment task. Assessments moderated.
	Teaching administration is undertaken consistent with agreed standards, policies and procedures.	Training and assessment records are stored and maintained within the KIT electronic filing repository, consistent with agreed quality standards
	Evaluation of training and assessment, by way of moderation and student evaluation of course content, is undertaken on a routine basis using KIT approved tools.	Courses are continually improved.
KIT English Policy is routinely implemented.	Ensure 100% English speaking on campus	Improved levels of English of students and staff of KIT.
Develop and deliver English short courses	Develop English short courses and any customised English activities to required standards	High quality teaching resources, lesson plans and assessment tools are developed, improved and used.
	Delivery of short courses and customised TVET activities	Short courses and customised TVET activities delivered to KIT and, where applicable, Australian VET Quality standards

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	Short courses and customised TVET activities are evaluated	End of course surveys are administered and courses continually improved
Department cooperation is enhanced	Carry out work tasks as an active Team member and contribute to a highly functional Team.	Evidence of positive team contributions and performance is quantified and measured.
	Undertake other tasks as directed by the Head of School.	School of General Studies operates as a highly productive School to KIT standards.

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> <li>• Explore new delivery and assessment strategies which would enhance the learning process.</li> <li>• Be responsive in upgrading the 4 English macro skills, as measured by ISLPR scores for all staff and students.</li> <li>• Ensure KIT maintains its status as an English only campus. Consistently meeting all requirements of the KIT Quality Framework on a daily basis, relevant to this position.</li> <li>• Reinforcement of KIT brand attributes and values on a daily basis.</li> </ul>	<p><b>15.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Diploma in Education from a recognized institution plus a Certificate in TESOL.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 3 years relevant English teaching experience</li> <li>• <b>Job Training:</b></li> <li>• Demonstrated capacity and willingness to participate in ongoing “on” and “off” the job professional development and training</li> </ul> <p><b>15.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Tertiary teaching experience in communities.</li> </ul>

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	<ul style="list-style-type: none"><li>• An understanding of the principles of cultural safety, and a commitment to the development of a culturally sensitive working and learning environment.</li></ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"><li>• Curriculum development experience is desired.</li><li>• English language competency to successfully train and assess in English.</li><li>• Computer literate with the ability to use Microsoft Word to levels required for the delivery and support of training and assessment.</li></ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"><li>• High level of motivation and commitment to teach</li><li>• Flexible and responsive approach needed to maintain a creative, innovative and fresh approach to teaching.</li><li>• Willingness to work beyond normal working hours</li><li>• Inclusive and non-discriminatory attitudes to all colleagues and students.</li><li>• Commitment and ability to adhere to all OHS directives of the Institute.</li><li>• Commitment and ability to provide quality fair and equitable teaching and assessment in a post-secondary environment.</li></ul>
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