

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: Ministry of Education | | |
| 2. Position Title: KTC Deputy Principal (Teaching and Learning) | 3. Salary Level: L 6-5 | 4. Division: Kiribati Teachers' College |
| 5. Reports To: Principal | 6. Direct Reports: Principal/ Director of Education | |
| <p>Primary Objectives of the Position:</p> <ul style="list-style-type: none"> ▪ Provide inspirational operational leadership and direction necessary for ensuring that the College delivers its mission and values ▪ Provide appropriate professional leadership that promotes quality, professional and effective teacher training ▪ Exercise leadership and management knowledge and skills wherever necessary but specifically in the defined areas of responsibility | | |

| 7. Position Overview | |
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| 9. Financial: Nil | 10. Legal: Education Act 2013, Kiribati National Condition of Service, Customer Service Standard, National Legislation Act, Financial Regulation Act, Procurement Acts, Education Code of Ethics and all policies and procedures set by the College. |
| 11. Internal Stakeholders: <ul style="list-style-type: none"> • Principal • Senior Lecturers • Departmental Head of Departments • Deputy Principal (Corporates Services) • Lecturers | 12. External Stakeholders: <ul style="list-style-type: none"> • Guardians • Course Approval Committee members • Staff of MOE Headquarter • Donor Agencies • Island Education Coordinators |

This is 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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| <ul style="list-style-type: none"> • Support staff • Headman and Headwoman • Security Guards • Technical Assistants (TAs) • Teacher Professional Development Coaches <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Monitor and reporting on teacher trainee' academic performance, discipline and factors that are needed by the school community concerning students | <ul style="list-style-type: none"> • School Head Teachers <p>To be referred to Manager</p> <ul style="list-style-type: none"> • wider school community |
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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA: KPA 1: Human Resource Development*
- *MOP Outcome: KPA 1: Human Resource Development 1.5*

| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |
|---|--|---|
| Effective and efficient instructional process | <ol style="list-style-type: none"> 1. Coordinate and manage; College's Committees that are related to Teaching and Learning these include: Graduation Committee, Programme development, evaluation and review Committee, Quality Teaching and Learning Committee, Assessment Committee, Academic Advisory Committee. 2. Develop and review of all teaching and learning policies 3. Lead the planning and organization of the College's Programme and its delivery 4. Undertake the strategic and operational planning | <ul style="list-style-type: none"> ▪ Improved teacher trainees' performance aligned with Teacher Service Standard ▪ Improved teacher trainees' English Proficiency to reach the recommended benchmark ▪ Improved teacher trainees' learning/ performance ▪ Improved social skills of teacher trainees aligned with Kiribati |

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| | <p>of the College's programme in accordance with College policy and frameworks.</p> <ol style="list-style-type: none"> 5. Lead on the forecasting of learner numbers across the College and take prompt action to ensure that targets are met. 6. In cooperation with the Principal and other Deputy Principal, ensure that the College has current and future capacity and capability to deliver the planned curriculum. 7. Liaise with the Deputy Principal (Corporate Services) to ensure the effective timetabling of teaching and learning accommodation. 8. Advice on training and development plans for academic staff to develop and improve the planning, organization, and delivery of the curriculum. 9. Deputise for the Principal as necessary, accepting full responsibility for binding the College on key strategic matters. 10. Provide leadership in raising standards of teaching and learning and the development of appropriate methodologies for inclusive and personalised learning. 11. Ensure that strategies for teacher trainees' retention and achievement are in place and implemented consistently and effectively, achieving higher standards | <p>Values</p> |
| <p>Management (SBM- Working collaboratively</p> | <ol style="list-style-type: none"> 12. Establish excellent working relationship with Senior Management Team colleagues and Stakeholders 13. Provide inspirational and dynamic leadership, motivation and management skills to ensure that staff meet or exceed a expectations secure | <p>Students achieved the recommended curriculum learning outcomes</p> <p>Students' Learning Achievement improved</p> |

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| | <p>performance against delivery targets.</p> <p>14. Ensure that the College is routinely and systematically securing the views of stakeholders particularly learners and employers.</p> | <p>Quality teaching and learning in the classroom is maintain</p> |
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| 10. Key Challenges | 11. Selection Criteria |
| <ul style="list-style-type: none"> ▪ Training 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. ▪ Taking risks in decision making ▪ Carrying out discipline matter with staff and students | <p>11.1 PQR (Position Qualification Requirement): Qualification: B. Ed, B.A. B. Sc</p> <p>Experience: 3 years post degree work experience in middle management level</p> <p>Job Training: Teacher training/ Professional Development for pre-service and in-service teachers</p> |
| | <p>11.2 Key Attributes (Personal Qualities): Knowledge</p> <ul style="list-style-type: none"> ▪ English Language Proficiency- must attain the recommended ISLPR ▪ 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. ▪ Computer literate – must have advance knowledge and skills on Microsoft word, excel and power point program their uses and applications to enhance teaching and learning. ▪ 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. ▪ Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This |

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includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- **Public Safety and Security** – 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.

Skills

- **Instructing** – Teaching others how to do something.
- **Speaking** – Talking to others to convey information effectively.
- **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.
- **Reading Comprehension** – Understanding written sentences and paragraphs in work related documents.
- **Learning Strategies** – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Social Perceptiveness** – Being aware of others' reactions and understanding why they react as they do.
- **Writing** – Communicating effectively in writing as appropriate for the needs of the audience.
- **Active Learning** – Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Critical Thinking/ Logic thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Monitoring** – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Time Management** – Managing one's own time and the time of

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others.

- **Complex Problem Solving** – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Persuasion** – Persuading others to change their minds or behavior.

Strong belief in inclusivity and commitment to education and training across the whole range of the College's client groups

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Psychometric tests, selection process

Self aware and confident with high professional standards

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Capacity to work under pressure whilst retaining a calm disposition

Attributes

- i. Honest
- ii. Smart
- iii. Respectful
- iv. Dutiful

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