GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education	

2. Position Title: KTC Lecturer English Language	**3. Salary Level:** L 11-10/9-7	**4. Division:** Kiribati Teachers' College

5. Reports To: Principal/ Deputy Principal	**6. Direct Reports:** Head of Department/ Deputy Principal (Academic)

7. Primary Objective of the Position: KTC Lecturer is to train pre-service and in-service teachers in meeting the prescribed course framework, competencies, standards and values that are all aligned with Education Sector Strategic Plan and National Curriculum and Assessment Framework.

8. Position Overview

9. Financial: Nil	9. **Legal:** Education Act 2013 ESSP 2020-2023 Kiribati National Condition of Service 2012 Education Code of Ethics and all policies and procedures set by the College
11. Internal Stakeholders: • Principal • Deputy Principal (Teaching and Quality) • Deputy Principal (Corporates Services) • Head of Department • Senior Lecturer • Support staff • Headman and Headwoman • Security Guards • Technical Assistants (TAs) • Teacher Professional Development Coaches	12. External Stakeholders: • Guardians • Course Approval Committee members • Staff of MOE Headquarter • Donor Agencies • Island Education Coordinators • School Head Teachers To be referred to Manager • wider school community

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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To be referred to Manager:
- Monitor and reporting on teacher trainee' academic performance, discipline and factors that are needed by the school community concerning students

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	1. Develop/ review English courses and materials for pre-service teacher and in-service trainees 2. Deliver approved English Language courses to pre-service and in-service trainees 3. Plan, deliver and assess courses 4. Marking of students' assessments 5. Consistently evaluate delivery for the improvement of teaching and learning 6. Assist in pre and post T.E activities and supervision and assessment of teacher trainees on practicum 7. Assist Senior lecturers to design policies, procedure, frameworks for the department	▪ 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 Values ▪ Students achieve the recommended curriculum learning outcomes

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	8. Assist with Pre-service admission tests 9. Facilitate and participate in professional development activities and knowledge sharing activities 10. Collaborate and share resources, ideas, knowledge and skills with colleagues in the department and inter-department 11. Facilitate TESOL/ESL and other activities 12. Analyse teacher trainees' results and competencies to improve the teaching and learning 13. Carry out mini educational researches related to teaching and learning. 14. Submit reports including trainees' attendance and grades on a timely manner to the Senior Lecturer 15. Participate in extra-curricular activities 16. Carry out any other tasks that may be assigned by the Executive Management	▪ Students' Learning Achievement improved
Management - Working collaboratively	1. Self-appraise himself/herself using newly developed KTC Staff Appraisal system 2. Participate in all internal and external Professional Development Activities 3. Participate in Peer Appraisal system 4. Look after and manage the s college's properties well	Quality teaching and learning in the classroom is maintain Improved delivery of courses

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	5. Participate in cost- saving activities (e.g Electricity consumption, Printing etc) 6. Participate in the college committees and implementation of the committees' activities 7. Provide counselling and other supports to trainees in personal groups including facilitating extra-curricular activities 8. Representing KTC in external activities/meetings 9. Participating in KTC meetings and grading and other activities 10. Any other related tasks that may be assigned from time to time	Conducive learning environment that is fully resourced

10. Key Challenges	**11. Selection Criteria**
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.	**11.1 PQR (Position Qualification Requirement):** **Qualification:** BA with English Language as a Major BA in English Language with TESOL background will be an advantage **Experience:** at least 5 years English Language teaching experience at JSS OR Secondary levels and 3 years at tertiary level **Job Training:** Teacher training/ Professional Development for pre-service and in-service teachers
	11.2 Key Attributes (Personal Qualities): **Knowledge** **English Language** Proficiency- must attain the recommended ISLPR/ISLET

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	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 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.

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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 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.

Attributes

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

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