

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

<b>1. Ministry:</b> Ministry of Education		
<b>2. Position Title:</b> KTC Lecturer Social Science	<b>3. Salary Level:</b> L 11-10/9-7	<b>4. Division:</b> Kiribati Teachers' College
<b>5. Reports To:</b> Principal/ Deputy Principal	<b>6. Direct Reports:</b> Departmental Head of Department/ Deputy Principal ( Academic)	
<b>7. Primary Objective of the Position:</b> 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.		

<b>8. Position Overview</b>	
<b>9. Financial:</b> Nil	<b>10. Legal:</b> Education Act 2013, Kiribati National Condition of Service 2012 and Education Code of Ethics and all policies and procedures set by the College
<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>• Support staff</li> <li>• Headman and Headwoman</li> <li>• Security Guards</li> <li>• Technical Assistants (TAs)</li> <li>• Teacher Professional Development Coaches</li> </ul> <p>To be referred to Manager:</p>	<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</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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- 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	<ol style="list-style-type: none"> <li>1. Consistently evaluate delivery for the improvement of teaching and learning</li> <li>2. Develop/ review English courses and materials for pre-service teacher and in-service trainees</li> <li>3. Deliver approved English Language courses to pre-service and in-service trainees</li> <li>4. Assist in pre and post T.E activities and supervision and assessment of teacher trainees on practicum</li> <li>5. Assist Senior lecturers to design policies, procedure, frameworks for the department</li> <li>6. Assist with Pre-service admission English tests</li> <li>7. Facilitate and participate in professional development activities and knowledge sharing activities</li> </ol>	<ul style="list-style-type: none"> <li>▪ Improved teacher trainees’ performance aligned with Teacher Service Standard</li> <li>▪ Improved teacher trainees’ English Proficiency to reach the recommended benchmark</li> <li>▪ Improved teacher trainees’ learning/performance</li> <li>▪ Improved social skills of teacher trainees aligned with Kiribati Values</li> <li>▪ Students achieve the recommended curriculum learning outcomes</li> <li>▪ Students’ Learning Achievement improved</li> </ul>

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	<ol style="list-style-type: none"> <li>8. Collaborate and share resources, ideas, knowledge and skills with colleagues in the department and inter-department</li> <li>9. Facilitate TESOL/ESL and other activities</li> <li>10. Analyse teacher trainees' results and competencies to improve the teaching and learning</li> <li>11. Carry out mini educational researches related to teaching and learning.</li> <li>12. Submit reports including trainees' attendance and grades on a timely manner to the Senior Lecturer</li> <li>13. Participate in extra-curricular activities</li> </ol>	
<p>Management - Working collaboratively</p>	<ol style="list-style-type: none"> <li>1. Self-appraise himself/herself using newly developed KTC Staff Appraisal system</li> <li>2. Participate in all internal and external Professional Development Activities</li> <li>3. Participate in Peer Appraisal system</li> <li>4. Look after and manage the college's properties well</li> <li>5. Participate in cost- saving activities ( e.g Electricity consumption, Printing etc)</li> <li>6. Provide counselling and other supports to trainees in personal groups including facilitating extra-curricular activities</li> <li>7. Representing KTC in external activities/meetings</li> <li>8. Participating in KTC meetings and grading and other activities</li> <li>9. Any other related tasks that may be assigned from time to time</li> </ol>	<p>Quality teaching and learning in the classroom is maintain</p> <p>Improved delivery of courses</p> <p>Conducive learning environment that is fully resourced</p>

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10. Key Challenges	11. Selection Criteria
<p>A key challenge of the post is to train teachers to be passionate, innovative, creative and committed teachers to enhance and improve the learning outcomes of all Kiribati students to become good and responsible citizens in the future.</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Qualification:</b> Bachelor of Education in the related Social Science field with at least 5 years teaching at Secondary level and 3 years in Tertiary Level</p> <p><b>Experience:</b> at least 5 years Social Science teaching experience at secondary level or 3 years at tertiary level.</p> <p><b>Job Training:</b> Teacher training/ Professional Development for pre-service and in-service teachers</p> <p><b>11.2 Key Attributes (Personal Qualities):</b>  <b>Knowledge</b>  <b>English Language Proficiency-</b> must attain the recommended ISLPR/ISLET</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><b>Computer literate</b> – must have advanced knowledge and skills on Microsoft Word, Excel and PowerPoint program 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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