

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: Ministry of Education | | |
| 2. Position Title: TELPA Coordinator | 3. Salary Level: L 8/7 | 4. Division: Kiribati Teachers' College |
| 5. Reports To: Principal/ Deputy Principal, Teacher Registrar | 6. Direct Reports: Deputy report Teaching and Learning, Teacher Registrar | |
| 7. Primary Objective of the Position: | | |

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| 8. Position Overview | | |
| <p>9. Financial: Nil</p> | <p>10. Legal: Education Act 2013, Kiribati National Condition of Service 2012 and Education Code of Ethics and all policies and procedures set by the College</p> | |
| <p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • KTC Management • Staff • Students <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Development and implementation of TELPA • Reporting on TELPA progression • Development of TELPA budget | <p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • MoE (Teacher Registrar, SIU, Admin) • Island Education Coordinators • School Leaders <p>To be referred to Manager</p> <ul style="list-style-type: none"> • wider school community | |
| 13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) | | |
| <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 |

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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| <p>Effective and efficient instructional process</p> | <p>The Administrator is expected to take a lead role in TELPA administration, teacher application processing, and data collection/entry and will be responsible for managing processes for conducting tests, hiring, training, coordination, and management of TELPA assessors.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Acting as liaison between TELPA office, KTC, MOE, the Teacher Registration office and all schools, • Developing and maintaining a process for all teachers, who need TELPA for teacher registration • Develop and maintain database in relation to teacher registration systems for recording accurate information of teachers' English proficiency • Managing of TELPA assessors • Pre-test planning, test day administration, and post-test procedures. • Ensuring prompt response to candidate inquiries by email, phone, or in person • Responding to candidate complaints and appeals promptly and with courtesy • Providing appropriate progress reports as required by the Quality Learning and Teaching Committee, KTC Advisory Board, and MoE <p>The Administrator will work with Policy Analyst from the PPRD and relevant MoE staff to develop additional</p> | <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 students' literacy at all levels ▪ Improved teacher trainees' learning/performance ▪ Improved social skills of teacher trainees aligned with Kiribati Values ▪ Students achieve the recommended curriculum learning outcomes ▪ Students' Learning Achievement improved |
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| | <p>policies and procedures that are essential to strengthen TELPA and these include:</p> <ul style="list-style-type: none"> • Recruitment and training of TELPA Assessors policy, • Specific terms and conditions for TELPA Assessors, including contractual obligations, how to manage roles as TELPA assessors with their substantive roles and incentives. | |
| <p>Management - Working collaboratively</p> | <ol style="list-style-type: none"> 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 college's properties well 5. Participate in cost- saving activities (e.g Electricity consumption, Printing etc) 6. Representing KTC in external activities/meetings 7. Any other related tasks that may be assigned from time to time | <p>Quality teaching and learning in the classroom is maintain</p> <p>College properties remain in good condition</p> |
| 10. Key Challenges | | 11. Selection Criteria |
| <p>The key challenges include:</p> <ul style="list-style-type: none"> • The availability of TELPA Assessors to conduct TELPA Assessment • The availability of teachers to participate in the assessment • Budget constraints | | <p>11.1 PQR (Position Qualification Requirement):</p> <p>Qualification: Bachelor's Degree in Education with at least 10 years teaching experience and 3 years in middle management</p> <p>Job Training: Policy development, TELPA planning development</p> |

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| | <p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <p>English Language Proficiency- must attain the recommended ISLPR/ISLET</p> <p>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.</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>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.</p> <p>Skills</p> <p>Leadership - leading and managing a team of TELPA Assessors</p> <p>Speaking – Talking to others to convey information effectively.</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>Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.</p> |
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| | <p>Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.</p> <p>Writing – Communicating effectively in writing as appropriate for the needs of the audience.</p> <p>Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.</p> <p>Critical Thinking/ Logic thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</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>Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.</p> <p>Persuasion – Persuading others to change their minds or behavior.</p> <p>Attributes</p> <ul style="list-style-type: none">i. Honestii. Smartiii. Respectfuliv. Dutiful |
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