

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Deputy Principal (MTSS, KGV & EBS, Teabike)	3. Salary Level: L6-5	4. Division: Ministry of Education (SSS)
5. Reports To: Principal/SEO-SSS/DE	6. Direct Reports: Principal	
7. Primary Objective of the Position: Responsible for the coordination and supervision of support staff in ensuring that teachers are well supported with effective time schedules, efficient teaching tools for efficient delivery and ensure school environment is conducive to learning through appropriate care and maintenance.		

8. Position Overview	
9. Financial: Nil	10 Legal: Education Act 2013, Kiribati National Condition of Service, Education Code of Ethics, Customer Service Standard, Financial Procurement Act, National Legislation Act and all policies and procedures set by the school.
11. Internal Stakeholders: - Principal - SSS Teachers - SSS Support Staff - Security - students To be referred to Manager: - Reporting on students' academic performance, discipline and factors that needed by the school community concerning students - Support staff issues and discipline	12. External Stakeholders: - Parent - School Committee - Staff at MoE Headquarter - Other stakeholders To be referred to Manager - issues
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>	
KDP/KPA: MOP Outcome:	

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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▪ <i>Divisional/Departmental/Unit Plan:</i>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Curriculum & Administrative Delivery	1. Internal examinations – preparing timetable, coordinating typing of exam papers, arranging supervision of exam classes 2. Compiling school lists – e.g option classes, from captain lists etc. 3. Supervision of maintenance and support staff including librarian, machine operator for kitchen, and clerical staff 4. Staff attendance and absences – monitor and keep record 5. Timetabling 6. Term Calendars – coordinate information and the calendar of events for each team 7. Head of Departments and Form teachers – deal with matters referred by HoDs. Liaise with HoDs about matters concerning their department, and select teachers for each class 8. Prize-Giving – Liaise with prize-giving committee to arrange prizes, prize lists and the programme 9. Deputize for the Principal as necessary 10. Meet regularly with the Principal and SMs for consultation on school matters 11. School budget/finances – contributing to the drafting of the budget in areas such as: Subject department stationery and textbooks, and maintenance 12. Contribute ideas on professional matters 13. Keep-up to date in all curriculum/subject areas	Relevant plans are provided according to prescribed curriculum Deputy Principal is knowledgeable on subject matters and changes involved in the prescribed curriculum
Teaching Strategies	NA	

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Resource Management	1. Provide appropriate resources to support lessons: • Arrange for field trips, Charts, illustrations, guest speakers, library, maps, models 2. Provide resources for teachers 3. Ensure that resources are well maintained	Work with teachers and HoDs to ensure School resources are kept and recorded Advance booking for excursion
Cultural Awareness	Be a good cultural role model	Appearance – appearance and dress should be appropriate Language – speak politely and avoid offensive slang Behaviour – show respect, good manners and tact Communicate well with the community
Professional Standard	1. Be a good model for students 2. Be punctual to work 3. Be well organized 4. Be committed and enthusiastic about each task everyday 5. Keep a record of students’ daily attendance with the help of subject teachers 6. Keep and updated record of students’ performance and report to Principal 7. Sign student report forms 8. Perform duties assigned by the principal 9. Perform extra responsibilities as required 10. Arrange for stand-in for absent colleagues 11. Design ways and rosters to supervise meals, prep and other boarding duties 12. Aware of supervised activities for boarding students when required 13. Adhere to all school policies and procedures	Maintain a high standard of professionalism

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10. Key Challenges	11. Selection Criteria
The post holder is expected to work more hours when and if required from time to time. The post holder must be involved in the school extra curricula activities required for the development and betterment of the school	11.1 PQR (Position Qualification Requirement): Education: Bachelor's Degree or higher with teaching certificate, Bachelor of Education is an advantage
	11.2 Key Attributes (Personal Qualities): The post holder should possess: Fluency in both English and Kiribati languages Good Computing skills with competence in Microsoft Word and Excel, and use of the internet Have had teaching experience for three years in any registered school Adequate communications skills and problem solving Experience in Secondary School education

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