

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Senior Education Officer (Primary)	3. Salary Level: L6-5	4. Division: Headquarter
5. Reports To: Director of Education	6. Direct Reports: EO's	
7. Primary Objective of the Position: Responsible for the coordination, supervision and control of Primary School Education in the country ensuring that teaching and learning processes are of high quality.		

8. Position Overview	
9. Financial: NIL	10. Legal: Education Act 2013, Kiribati National Condition of Service 2012 and Education Code of Ethics
11. Internal Stakeholders: • School Improvement Unit colleagues • Account Clerks • Curriculum Officials • Assessment Officers • Facility Management Unit Officials • Education Officer • Senior Assistant Secretary(SSS) • Registry Officer (SSS) • Primary Schools Principals and Teachers • Island Education Coordinator To be referred to Manager:	12. External Stakeholders: • Mission Primary School Principals • CEDAK (Church Education Directors) • CEO/Clerk to Islands Council • Community • Parents • Social Welfare Officials • Mission School teachers To be referred to Manager • Management of approved funds • Implementation of appraisals of teachers against TSS, and

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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• School Issues • Disciplinary actions against school personnel • Financial matters • staff performance/appraisals • Policy development and implementations	• Implementation of, and assessment of schools against SIP standards
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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
1. Quality Instructional Leadership	• Advising on the management and administration of teaching / learning at the Primary School Education Level. • Ensuring that the provision of quality education is maintained at highest level. • Ensuring that continuous review of teaching methodologies are current with recent and modern teaching approaches. • Initiate changes in the management and administrative aspects of schooling. • Advising on the appropriate and effectiveness of assessment at school level.	Quality Teaching and Learning evident in improved primary results

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2. Staff recruitment and development	• Ensure that Education Officers, School Administrators and teachers are motivated to uphold the professional image and integrity of the profession. • Responsible for professional development of Education Officers and School personnel. • Ensure the essential aspect of Kiribati culture are modeled, taught, practiced and maintained in senior secondary schools. • Ensure that the approved curriculum is taught in schools. • Schools have the right number of skilled staff • Ensure that teaching / learning process are supported with relevant and adequate number of curriculum materials and healthy classroom environment. • To continuously searching for ways of improving the educational performance at national level. • To effectively translate educational activities into output budgeting.	School personnel and administrators are motivated to work in schools
3. Effective implementation of TSS, SLSS and SIP	• Management of approved funds • Implementation of appraisals of teachers against TSS, and school leaders against SLSS • Implementation of, and assessment of schools against SIP standards	• Teachers teaching according to TSS • School leaders perform leadership according to SLSS • Schools are compliant to SIP standards

10. Key Challenges

11. Selection Criteria

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• Maintaining high level of performance in schools when personnel matters are not addressed efficiently and appropriately • Encouraging schools to operate with very limited resources	11.1 PQR (Position Qualification Requirement): Education: • Degree qualification in Education, Teaching or other related field with at least 3 years' work experience in middle management level.
	11.2 Key Attributes (Personal Qualities): 1. Knowledge ○ Customer and Personal Service ○ Teaching ○ English/Kiribati Language ○ ESSP/DOP ○ Computers and Electronics 2. Skills: ○ Speaking ○ Active Listening ○ Reading Comprehension ○ Social Perceptiveness ○ Monitoring ○ Analytical ○ Problem solving 3. Attributes ○ Efficient

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	○ Effective ○ Innovative ○ Creative ○ Approachable ○ Cooperative ○ Fair ○ hardworking and dedicated ○ sharing
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