MINISTRY OF EDUCATION, HERITAGE AND ARTS

ROLE DESCRIPTION: HEAD, LEARNING AND TEACHING

CORPORATE INFORMATION
1. Position Level: Salary Band N
2. Salary Range: $77,174.96 (Step 1) to $98,942.25 (Step 4)
   *Performance payments available for exceptional performance*
3. Duty Station: Suva
4. Reporting Responsibilities:
   a) **Reports To:** Permanent Secretary
   b) **Liaises with:** Hon. Minister MEHA; education leaders in regional countries; external stakeholders; MEHA advisors; Ministry leaders notably Head, QA &Q; Heads of School Support Hubs; Head, Corporate Services; and Manager, Executive Support Services; Director, Department of Heritage and Arts; Director, National Archives of Fiji; Executive Director, Fiji Higher Education Council (FHEC); Executive Director, National Substance Abuse Council (NSAAC);
   c) **Subordinates:** Manager, Learning & Teaching (Early Childhood Education); Manager, Learning and Teaching (Primary Education); Manager, Learning and Teaching (Special & Inclusive Education); Manager, Learning and Teaching (Secondary Education); Manager, Learning and Teaching (TVET); Manager, Library; Executive Officer.

POSITION PURPOSE
The Head, Learning and Teaching is a new position in the MEHA, created as part of a significant reorganization. It will be crucial in implementing wide-ranging reforms to learning and teaching in Fiji educational institutions over coming years to reflect modern approaches to curriculum and delivery. This is a key senior management position with high-level of independence and authority to lead strategic, tactical, and operational change over coming years.

The position leads the development, implementation, monitoring and evaluation, and continuous improvement of quality learning and teaching programmes, processes, outputs and outcomes in each learning development stage for all learners in the Fiji education system. It provides transformational leadership in accordance with Guidelines, policy, and legislative requirements, to strengthen, achieve and sustain quality education, to promote reform, and to advocate planned vision and strategies. The scope covers all of education from early childhood education, school education, TVET, and through to higher education, and necessary reforms are directed at improving quality delivery of a future-focussed, technologically enhanced, seamless and integrated curriculum guiding varied teaching approaches that address needs of students with different backgrounds, learning styles, and abilities.

KEY RESPONSIBILITIES
The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Drive a process of change throughout the MEHA as a key senior manager supporting reforms, developing new strategies, plans, activities, services, attitudes, and standards of behaviour;
2. Provide high level strategy and policy advice internally to the Permanent Secretary and other executive managers and externally as appropriate to promote educational quality strengthening;
3. Lead and direct Learning and Teaching functions by investigating, determining, and promoting teaching and curriculum practices that accord with modern learning models and methods;
4. Manage staff through transformational change, ensuring that the most capable and available individuals are appointed and trained, and that necessary redeployments achieve best-fit;
5. Provide input and guidance to key processes and decisions for strengthened strategy and policy, affirmative action, financial management, budget management, and operational and strategic plans;
6. Lead teams to ensure learning and teaching across the MEHA is actively and proactively initiating, progressing, coordinating, learning, reporting, and planning reforms in learning and teaching;
7. Monitor and demand the highest standards of teaching, curriculum, and educational results, ensuring the management of performance, client orientation, and accountability of officers;
8. Actively contribute to management functions of MEHA, ensuring financial viability, compliance with legal mandates, sound public image, transparency, budgeting, and goal setting and achievement;
9. Support and contribute to the significant 5 year reform program commencing with organizational restructuring and continuing with revision of processes, curriculum, educational standards, and required competencies, and sustain these by strengthening of capacity of staff, systems, and managers.

**KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Management processes and actions reflect modern methods that emphasize performance planning, monitoring, evidence, training, improvement, and accountability of employees;
2. Learning and Teaching plans developed, approved, managed, monitored, and reported to support the implementation of the MEHA strategic and operational plans;
3. Annual work plan goals and targets are regularly set and met, resulting in successful engagement in reforms in programmes, processes, outputs and outcomes;
4. Learning needs are increasingly met by capable, well trained teachers implementing appropriate, inclusive, seamless, integrated curriculum and resources and using multi-modal teaching strategies;
5. The Leadership and Management Team provides vision, strategic direction, management, monitoring, support, development, and evaluation of all learning and teaching in institutions;
6. Educational quality and school support responsiveness, productivity and efficiency are strengthened as measured and reported against both qualitative and quantitative KPIs each year.

**PERSON SPECIFICATION**

In addition to completion of a Master’s degree specializing in Education, Business or Management or equivalent (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

**Knowledge and Experience**

1. Extensive experience of successfully managing people in one or more organizations, with personal contributions to meeting challenges and success in managing change, or potential for further development;
2. Knowledge of how to get things done in a complex organization like MEHA that is modernizing and strengthening its management style and actions;
3. Demonstrably successful experience of management processes, leadership, strategic development, budget management, change management, measuring results, establishing teams, and contributing to reforms;
4. High level understanding of the applicable legislation or policies / procedures (or experience which demonstrates ability to rapidly acquire this understanding).

**Skills and Abilities**

1. Strategic and operational capability ensuring that long term vision is targeted and sustained through short term managerial strengths;
2. Ability to build and maintain high performing teams, to sustain managerial-directed change over time, to manage resistance in this complex field, and to negotiate results beneficial to MEHA;
3. Demonstrated ability to investigate, analyse, solve, communicate, negotiate, and implement solutions for complex problems that have system-wide impact across all Fiji education institutions;
4. Ability, strength, perseverance, and commitment to strengthen learning and teaching practices;
5. Ability to understand, apply, evaluate, and redesign the Fiji Curriculum Framework and Fiji Qualifications Framework;
6. Professional skills in using computers, investigation, report writing, communicating, and acting;
7. Service oriented approach, with a commitment to supporting the operations and clients of MEHA.

**Personal Character**

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.