

MINISTRY OF EDUCATION, HERITAGE AND ARTS

ROLE DESCRIPTION: ASSISTANT TEACHER (SECONDARY)

CORPORATE INFORMATION

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| 1. Position Level: | Band E |
| 2. Salary Range: | \$19,041.75 - \$22,215.38 |
| 3. Duty Station: | Allocated Schools |
| 4. Reporting Responsibilities: | |
| a) Reports to: | School Principal |
| b) Liaises with: | Teaching Staff, School Admin Staff, Parents |
| c) Subordinates: | Nil. Provide mentoring and coaching to Classroom Assistants. |

POSITION PURPOSE

The focus of the Assistant Teacher (Secondary) is to plan and deliver classes and assess achievement of learning outcomes in Secondary Schools under the supervision of the Principal and Fully Qualified Teachers.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

1. Under supervision of the Principal and Fully Qualified Teachers, planning and implementing teaching and learning programmes and strategies for relevant subject discipline(s) in accordance with the specifications of the Fijian curriculum and related documents.
2. Assessing, evaluating and reporting student progress in key learning areas using approaches agreed with the Principal and consistent with the Fijian curriculum.
3. Implementing effective classroom management consistent with the school's values and behaviour policy and directions of the Principal and/or Fully Qualified Teachers.
4. Contributing to school programmes and activities in academic, social, sporting and student welfare areas.
5. Provide mentoring and coaching to Classroom Assistants in relation to planning and delivery of teaching and learning programmes and classroom management strategies.
6. Establishing and maintaining effective relationships with students, staff, parents and the wider community.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. The Assistant Teacher provides evidence of lesson planning in accordance with the curriculum.
2. The Assistant Teacher uses effective classroom management strategies and subject-relevant teaching strategies.
3. The Assistant Teacher provides evidence of improving student performance.
4. The Assistant Teacher provides evidence of contributions to and participation in all school programmes and activities.
5. The Assistant Teacher demonstrates a high level of professionalism and commitment to ongoing improvement in teaching quality.

PERSON SPECIFICATION

All applicants for these positions must:

- Be a Fijian Citizen
- Be less than 55 years of age,
- Be in sound health; and
- Have a clear police record.

Successful applicants will be required to provide medical certificates and police clearances as a condition of appointment.

The Qualifications, Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Essential Qualifications

1. A Diploma of Education/Teaching (Secondary) with relevant subjects from a recognised tertiary institution; OR a Diploma in relevant subject field(s) plus a Diploma of Education/Teaching (Secondary); AND
2. Full registration with the Fiji Teachers Authority.

Knowledge and Experience

1. Applicant must have professional English Language Proficiency.
2. Knowledge and understanding of the Fijian education curriculum.

Skills and Abilities

1. The ability to design teaching and learning programs consistent with the intent of the Fijian education curriculum.
2. Understanding how students learn and the ability to use effective and inclusive classroom teaching strategies.
3. Capacity to assess and evaluate student learning and monitor data to use this as the platform for planning future teaching and learning programs.
4. Highly developed oral and written communication skills consistent with the requirements of the job.
5. Ability to use computer programmes as required for the position.

Personal Character

All applicants for employment with the Ministry of Education, Heritage and Arts (MoE) must be in sound health and in possession of a current, clear police record. Applicants must have a strong commitment to the values espoused in the *Constitution of Fiji 2013*.