

MINISTRY OF EDUCATION, HERITAGE AND ARTS

ROLE DESCRIPTION: CLASSROOM ASSISTANT (SECONDARY)

CORPORATE INFORMATION

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| 1. Position Level: | Band D |
| 2. Salary Range: | \$14,428.13 – \$16,832.82 |
| 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 |

POSITION PURPOSE

The focus of the Classroom Assistant (Secondary) is to plan and deliver classes and assess achievement of learning outcomes for secondary education under the supervision of the Principal, Fully Qualified Teachers and Assistant Teachers.

KEY RESPONSIBILITIES

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

1. Under supervision of the Principal, Fully Qualified Teachers and/or Assistant Teachers, planning and implementing teaching and learning programmes and strategies for secondary subjects 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/Assistant Teachers.
4. Contributing to school programmes and activities in academic, social, sporting and student welfare areas.
5. 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 Classroom Assistant provides evidence of lesson planning in accordance with the curriculum.
2. The Classroom Assistant uses effective classroom management strategies and subject-relevant teaching strategies.
3. The Classroom Assistant provides evidence of improving student performance.
4. The Classroom Assistant provides evidence of contributions to and participation in all school programmes and activities.
5. The Classroom Assistant 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 Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. A certificate in teaching or education or a Bachelor or Diploma qualification in relevant subjects is desirable.
2. Applicant must have professional English Language Proficiency.

Skills and Abilities

1. Knowledge and understanding of the relevant Fijian curriculum and the ability to design teaching and learning programs consistent with its intent.
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*.