

MINISTRY OF EDUCATION, HERITAGE AND ARTS

ROLE DESCRIPTION: VICE PRINCIPAL

CORPORATE INFORMATION

1. Position Level: Band I
2. Salary Range: \$43,296.63 – \$55,508.50
3. Duty Station: Various Secondary Schools
4. **Reporting Responsibilities:**
 - a) Reports to: Principal of School;
 - b) Liaises with: HQ/District/Divisional MoEHA staff, parents and the community;
 - c) Subordinates: Heads of Department, Teaching Staff, School-based non-teaching staff.

Position Purpose

The position supports the school Principal in effectively leading, managing and monitoring the overall school planning processes, programme delivery and financial functions and ensures a safe and conducive learning and teaching environment.

Key Responsibilities

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

1. Assisting the Principal in guiding, monitoring, delivering and reporting on the implementation of the Fiji National Curriculum Framework and other organised school based programmes for improvement in student performance.
2. Coaching and mentoring teaching staff, building their professional capacity and ensuring consistent and appropriate teaching and learning practices are established and maintained.
3. Observing, monitoring and reporting on Heads of Departments lesson delivery for the purpose of improving learning and teaching programme outcomes.
4. Supporting the Principal in establishing and sustaining effective, constructive and respectful relationships within the school, with parents and the wider community.
5. Assisting the Principal with the management of the school's financial, physical and human resources through sound management practices and Organisational systems.
6. Actively contribute to corporate requirements of the Ministry including planning, budgeting, discipline and staff selection activities where required.
7. Planning and implementing teaching and learning programmes for a subject majors

Key Performance Indicator

Performance will be measured through the following indicators:

1. Documented quality monitoring of classroom delivery which meets planned school outcomes, including maintaining a high standard of English across the school.
2. Annual improvement or maintenance of existing high standards in internal and external assessments and examination results in the school.
3. High standard of supervision and teaching delivered to own class level(s) and in accordance with the curriculum
4. The school's physical, financial, human and material resources are managed in accordance with legislation and ministry policy and procedures.
5. Active contribution to the corporate goals of the Ministry including promotion and implementation of all corporate and educational policies of the Ministry.

Person Specification

In addition to being eligible for or having full registration with the Fiji Teacher Registration Authority, post graduate educational leadership/education.

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

Knowledge and Experience

1. At least 5 years' teaching experience including at least 3 years' experience in educational leadership roles.
2. Practical working knowledge of classroom based assessment and evaluation of students learning and teaching programmes.
3. Knowledge of the secondary curriculum implementation with underpinning knowledge of the factors influencing child development and learning.
4. Demonstrated knowledge and experience implementing contemporary practices in leading and managing educational change.
5. Understanding of teams and how to build and maintain high performing teams.

Skills and Abilities

1. Demonstrated skills in leading and implementing contemporary secondary pedagogies.
2. Skills in leading and motivating educators to implement classroom based assessment and evaluation of student learning and teaching programmes.
3. Ability to effectively manage, coach, develop and motivate teams with staff at different levels and from different backgrounds to ensure optimum student centered outcomes.
4. Demonstrated capacity to effectively manage financial, physical and human resources.
5. Excellent oral and written communication skills, including professional English language proficiency.
6. Ability to analyse and solve problems in a resource constrained environment.
7. Capacity to utilise computer programmes to support the operations of the school.

Personal Character

All applicants for employment must be Fijian Citizens, under age 55, with personal character and background that demonstrate a commitment to the Public Service Values and Code of Conduct. Appointments offers will be subject to confirmation of a clear police and medical record.