

**Position title:** Primary School Teacher

**Ministry:** Ministry of Educations, Sports and Culture

## **JOB DESCRIPTION**

Responsible to: School Principal, Ministry of Education Sports and Culture

### **PRIMARY ROLE**

To provide quality teaching and learning opportunities for all students to ensure that they attain their potential through the effective delivery of quality teaching and learning programmes.

### **PRIMARY OBJECTIVES**

1. Ensure the provision of quality, efficient and effective education services to all students in the class.
2. Be responsible for the education and welfare of the pupils in their own class.
3. Support and promote improvement in his/her students' achievement.
4. Manage the effective and efficient use of student learning resources.
5. Implement the goals and objectives set down in the School Annual Plan by following the relevant policies and the National Schools Curriculum Framework.
6. Promote a safe, productive and supportive learning environment within the classroom.
7. Recognise the culture of the school, contribute towards this and where possible enhance it.
8. Uphold high levels of positive professional conduct as outlined in the PSC Act 2014 and the 2015 Working Condition.
9. Perform and comply with all other mandated duties and responsibilities as per the Education Act 2009 and Education Amendment Act 2019.

### **DUTIES & RESPONSIBILITIES**

#### ***Teacher as a classroom Leader:***

As a leader, the teacher creates & fosters an environment where creativity, innovation, openness to new ideas and problem solving are encouraged and focused upon at all times:

- Effective management of student behaviour and discipline safeguarding their health and safety at all times.
- Establish constructive working relationships with students.
- Respond according to individual student needs.
- Create environments that encourage and foster respect and understanding of individual differences.
- Develop and maintain a positive and safe physical and emotional environment
- Promote the use of relevant technology to support and differentiate instruction during a lesson.

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### ***Classroom Learning***

As a teacher, you will work to ensure your students are engaged in their learning.

- Develop and deliver lessons to all students in the class with concerted efforts made to recognize varying learning levels and abilities of students.
- Teach according to the educational needs, abilities and achievements of the individual students and groups of students in the class.
- Regularly assign, correct and mark work carried out by students.
- Provide consistent, immediate feedback to students on their learning and ask analytical questions that elicit students' responses that incorporate prior knowledge, life experience and interests that are directly related to the content objective
- Provide opportunities to encourage critical thinking, reasoning and problem solving skills.
- Provide or contribute to oral and written assessments, reports and references relating to individual students or groups of students in the class.
- Make use of audio-visual technological devices/aides (such as radio aids; projectors) and other adaptations during the delivery of the lessons.
- Register and regularly monitor the attendance of students under one's care.
- Assess, record and report on the development, progress, attainment and behaviour of students.
- Nurture a culture where students view themselves essentially as facilitators of their own learning.

### ***Working as part of a team***

As a teacher, you are expected to be fully committed to your school by engaging in all school activities and upholding school regulations.

- Assist to implement the School Improvement Plan and School Annual Plan.
- Participate in school based and cluster professional development programs and staff meetings.
- Advise and co-operate with the School Principal, Vice Principal, Infant Supervisor, School Librarian, and other teachers in the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral care arrangements.
- Communicate, consult and co-operate with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of students.
- Contribute to the professional development of new teachers and student teachers according to arrangements agreed to with the School Principal.
- Participate in school assemblies.
- Ensure the safe custody and optimum use of equipment normally used by oneself during lessons and sees to its regular servicing and maintenance.
- Share in any possible and reasonable way in the effective management, organisation, order and discipline of the school.
- Ensure high standards of professional practice and quality of teaching and learning of the subject/s through effective dialogue.

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- Participate in reciprocal peer review and observation of class teaching practice per Ministry policies.

***Other duties***

- Attend meetings and other extra-curricular activities as required on behalf of Principal and Ministry.
- Relieve absent colleagues when and where necessary.
- Maintain a professional appearance at all times.
- Demonstrates behavior that is conscientious and responsible.
- Attend workshops and trainings as determined by the Ministry or School Principal during the year.

**SKILLS & ABILITIES**

***Problem Solving Skills***

- Demonstrates an open minded attitude when assessing a wide range of issues and impacts within the classroom and school.
- Understands theoretical side of matters and application in practical situations on arising issues where relevant.
- Has the ability to apply analytical thinking in assessing the pros and cons of a situation based on documented proof and rules.

***Communication and Presentation Skills***

- Communicates clearly in written and verbal English and Samoan languages.
- Corresponds, conveys and reports in sequential order information and work related matters to minimize misinterpretation.
- Has basic knowledge in the use of computers and various word processing

***Building Relationships***

- Student focused, understands, facilitates and commits to effective teaching strategies.
- Supports team work and building relationships through constant knowledge sharing, discussions and ideas with team members to maintain morale.
- Promotes the purpose of the school through networking and reciprocal sharing of authorized information with clients and the wider public.

***Achieves and Delivers Results.***

- Understands and appreciates the school direction, through the implementation of set work tasks towards the achievement of school targets.
- Demonstrates enthusiasm and passion in work tasks to motivate others in the timely delivery of work results

**PERSONAL ATTRIBUTES**

***Commitment and Personal Drive***

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- Works effortlessly in any circumstances.
- Is committed to the work, team and organization by cooperating in team activities and valuing the input of staff at every level.
- Works together to achieve a common purpose.

### ***Integrity and Honesty***

- Acts with integrity at all times.
- Demonstrates precision in assigned work operations and decision making.
- Role models professionalism, impartial and objectivity in approach to sensitive matters.

### ***PSC Values***

- Familiar with the PSC Code of Conduct.
- Role models the PSC Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.
- Familiar with the PSC Code of Conduct.

### ***Creative and Innovative***

- Develops innovative ideas and methods to deliver lessons.
- Searches for new and more effective methods of teaching,
- Is seen as a motivator and guide for other teachers,

## **EXPERIENCE**

### ***Experience and Past Work Performance***

- Relevant work experience with children
- Must be in good health

## **JOB COMPETENCIES/SPECIFICATIONS**

### ***Qualification***

- A minimum of a Diploma in Education.
- Bachelor of Education in Primary or Equivalent