



**GOVERNMENT OF NIUE
NIUE PUBLIC SERVICE COMMISSION**

JOB DESCRIPTION – EDUCATION DEPARTMENT

Job Title: Intervention Teacher	
Division: Niue Primary School, Department of Education, Ministry of Social Services	
Location: Niue Primary School	
Reports to: Head of Junior School, Niue Primary	
Approved by Commission: Date:	Appointee: Date:

VISION

Niue ke Monuina – A prosperous Niue

MISSION

Enjoy a harmonious and healthy lifestyle in a thriving, educated and safe community that has access to a wide range of quality social services and healthy development opportunities

The **Department of Education** is a government department that is tasked to: -

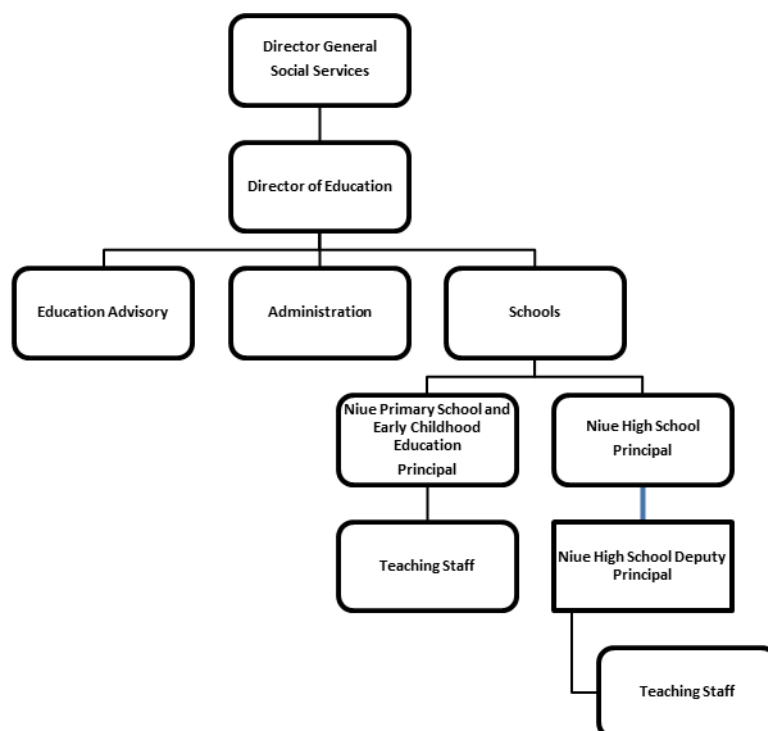
- Provide and sustain quality, relevant and balanced education services for the children and people of Niue;
- Provide an effective and dynamic education system that is central to achieving educational needs and aspirations;
- Seek to embrace and nurture children within a secure environment conducive to learning, so that as active learners they are provided with a healthy, happy and vibrant learning environment;
Provide education services and enable learners to be responsive to change, to make appropriate moral choices to become lifelong learners and responsible citizens.

The Department of Education is committed to realizing the organisation values instituted in the Niue Public Service Regulations 2004:

Respect, Courtesy and Responsiveness to all Students, Parents, Clients and Employees;
Professionalism and Integrity in Service Delivery;
Strategic and Flexible Leadership in Performance;
Collaborative and congenial relationships with other Departments and establish and maintain good lines of communication with the Public and parents;
Human Resource Management and Development Excellence;

Confidentiality and impartiality regarding student matters.

CURRENT ORGANISATIONAL STRUCTURE OF THE DEPARTMENT OF EDUCATION



SUMMARY OF THIS POSITION

The Intervention Teacher will work in partnership with teachers and other professionals to promote learning and welfare of students by providing practical and learning support to all students throughout the school. The Teacher will also work cooperatively with the Head of the Department, and other teachers to contribute positively towards the effective delivery of the curriculum content in order to ensure the provision of a high standard of education for students with special learning requirements and resources at Niue Primary School.

DESIRED OUTPUT / MAJOR CHALLENGES

- i) To assist the teachers, provide learning support on a one-to-one basis to at risk students who are learning at their own pace.
- ii) Any other duties as may be assigned by the Principal of Niue Primary Schools or Director of Education from time to time.

DETAILED DESCRIPTION OF DUTIES

Principal Activities – Job Expectations	Methods – How?	Outcome – Why?
Curriculum Delivery	Set up well organised, educationally sound learning	Works positively and constructively with the Heads of

	environment and use appropriate teaching resources to facilitate learning of students; • Establish classroom procedures and behavioural expectations that enable students to function and learn in a purposeful manner; • Complete a needs-based written planning both long-term and day to day, to show direct linkage between curriculum achievement objectives and outcomes, student learning objectives, learning sequences, outcomes methods of assessments and evaluation and general programme evaluation; • Develops and implements an Individualized Educational Programme (IEP) of each student to complement his/her educational strengths; • Assists the special education student in making an assessment of his/her abilities; and • Deals promptly and effectively with key discipline problems as at an appropriate level for students.	Junior/Senior School, students, Principal and relevant stakeholders; • Ensure that all students have their IEP and are followed on a regular basis;
<u>Curriculum Content</u> <u>(Skills, knowledge and attitude to be taught and learned)</u>	• To provide learning programmes that gives a balanced coverage to the essential learning areas of math, language, (Vagahau Niue/English), science, technology, social studies, the arts, health and physical well-being; and • To provide and deliver programmes that meet all learning needs of students in the classroom.	• Programmes are implemented are specific and tailored to meet the learning needs of students in alignment with the current curriculum requirements;

<u>Others</u>	• Works cooperatively with regular classroom teachers, interpreting the different abilities of students, assisting in classroom intervention strategies, modifying general education curricular as necessary and assisting students with regular class assignments; • Completes necessary reports and record keeping as required by the school policies, guidelines and procedures, • Participates in professional growth and development activities through staff development, in-service, workshops and higher education;	• Ability to work as a member of the Team contributing towards a harmonious environment within the school and advocating always for quality;
Build connections and work collaboratively	• Work collaboratively with the NPS Principal, Heads of Junior/Senior School and staff of NPS School	• Ensure engagement with others is open, friendly and responsive; • Build external and internal working relationships.
Communicate/ network effectively	• Communicate effectively with all stakeholders. • Communicates regularly with parents and other professional staff regarding the educational, social and personal needs of students; and	• Be understood by all internal and external stakeholders; • Meet with Management Team as required
General	• Assist with any School activity as directed by the Principal and staff; • Assist Department-wide activities as directed by the Director of Education. • Other duties as assigned by the Head of Junior/Senior or his/her designee.	• Work collaboratively with Principal and Director of Education in carrying out various duties.

KEY RELATIONSHIPS

External	Internal
Children Parents General Public	NHS/NPS Principals Deputy Principal Director of Education Head of Intermediate Department Teachers – NHS and NPS

NECESSARY SKILLS

Skills and Specifications

The following are the Intervention Teacher job skills needed to work in this field:

- Teaching certificate and a recognized tertiary qualification;
- Experience in teaching or a recognized teaching qualification (preferably a NZ teaching qualification);
- A sound understanding of the school curriculum and understand the processes involved in curriculum assessments and evaluation;
- Ability to relate well to students, staff, parents and wider community;
- Ability to communicate effectively to students, parents and other stakeholders where appropriate and necessary; and
- Ability to work within given time frames

Work Experience

At least three years of teaching experience in a primary school environment.

Personal Qualities

- Is adaptable and responds easily to changing work demands and circumstances.
- Demonstrate capacity for sustained effort and hard work.
- Act with integrity and have high ethical standards.
- Proven ability with teaching and has the student's best interests at heart

ERGONOMIC – OCCUPATIONAL HEALTH AND SAFETY

Regulation 13 of the Niue Public Service Regulations 2004 require the incumbent to familiarize themselves with the Occupational Health and Safety Policy of the Department, and to adhere to these provisions to avoid injury and accidents within the workplace. These including any Emergency Disaster Management Plans and Pandemic Response Plans as maybe established by the school and or Department of Education.

The duties herein will often require the incumbent to spend long hours completing special projects activities sitting and using office equipment including computers and attending lengthy meetings which will cause physical and mental strain and stress. The use of computers may also cause eyestrain, risk of **“Repetitive Strain Syndrome (RSS)”** leading to occasional headaches and stress.

The responsibility is therefore on the incumbent to discuss with their controlling officer on how these issues can be mitigated and recognize when to take a break including the proper use of one's leave entitlement throughout the year.