



**GOVERNMENT OF NIUE
NIUE PUBLIC SERVICE COMMISSION**

JOB DESCRIPTION

Job Title : Design and Technology Assistant Teacher	
Division: Ministry of Social Services, Department of Education	
Location: Niue High School	
Reports to : Head of Department – Design & Technology	
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.

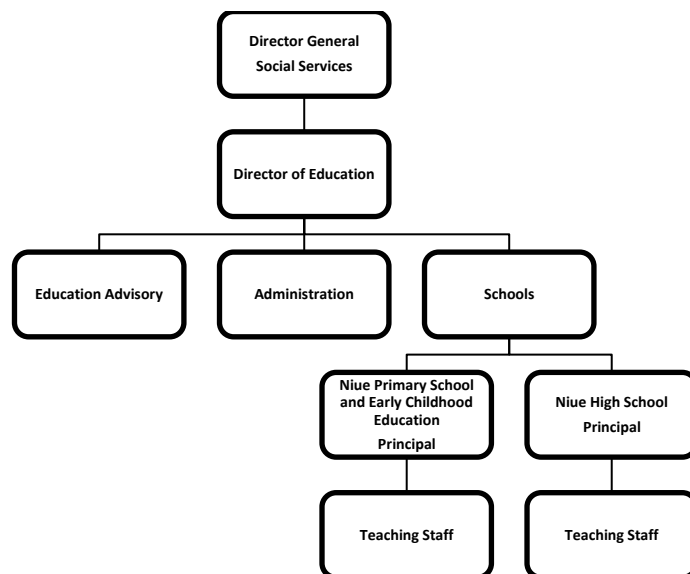
The **Department of Education** is a government department that is tasked to:-

- 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

General Aim

The Assistant Technology Teacher will work in close collaboration with the Technology Head of Department, other teachers and professionals to promote the learning and wellbeing of students by providing practical and classroom support to all students throughout the school. The teacher under the expert guidance of the Head of Department, the Principal and assistance from other teachers will work effectively to contribute positively and constructively towards the efficient delivery of all learning areas of the Curriculum. This will ensure the delivery of a high quality standard of education and ultimately an acceptable achievement of expected learning outcomes for all students at Niue High School in an equitable manner.

DESIRED OUTPUT / MAJOR CHALLENGES

- i) To assist the HOD of the Technology Department in delivering the WDT, DVC, and DST curriculum;
- ii) To act as the Head of Department in his/her absence
- iii) To assist the relieving of classes when available;
- iv) Any other duties as may be assigned by the Principal of Niue High Schools or Director of Education from time to time.

JOB FUNCTIONS AND EXPECTATIONS

	Key Responsibility	Mehtods/Output	Outcomes
1.0	1. Curriculum Delivery (Style and Approach to Learning)		
1.1	Classroom Practice	<ul style="list-style-type: none"> Provide a well set up and organized educationally sound learning environment and use appropriate resources to facilitate learning of students in accordance to the Curriculum: Establish classroom procedures and behavioral expectations that 	<ul style="list-style-type: none"> A conducive learning environment enhances student learning; Works positively and constructively with the Head of Department and other teachers, students, Principal and relevant stakeholders;

		<p>enable students to engage and learn in a purposeful manner;</p> <ul style="list-style-type: none"> • Assist students make individual assessment of his/her abilities and design appropriate remedial strategies where necessary to address student needs; • Deals promptly and effectively with key discipline problems at an appropriate level under proper and approved guidelines for all students; • Establish effective methods of managing class and school resources; and • To be available for staff/parents to discuss children's progress or concerns they may have. 	<ul style="list-style-type: none"> • Ensure that all students are up to date with their individual work and are making good progress; • Identify At Risk students early and recommend possible interventions; • Resources are managed well and Asset Inventory for the Department is up to date; • Meet with parents/caregivers at least twice a year on students' progress or otherwise.
1.2	Planning	<ul style="list-style-type: none"> • Complete a needs-based written planning both long-term and daily plans and show direct linkage between the Curriculum achievement goals and outcomes, student learning objectives, learning sequences, outcomes methods of assessments, evaluation and general programme evaluation; • Develop and implement individualized Educational Programme (IEP) of each student to complement his/her educational strengths; • Tracking of all students progress are in order. 	<ul style="list-style-type: none"> • Timely submission of long term and daily plans to HOD; • Student's learning objectives are well communicated; • Evaluation of students progress are well maintained and results inputted on a timely basis; • Analyse students results and use to inform/modify teaching; • IEPs of students are on track and regular meetings with students on their progress or otherwise to plan way forward.
2.0	Curriculum Content (Skills, knowledge and attitudes to be taught and learnt)		
2.1	Curriculum Content	<ul style="list-style-type: none"> • To provide learning programmes that are holistic but have a balanced coverage of the essential learning areas in Technology; • To implement through an effective delivery mechanism learning programmes to meet the learning needs of students and in alignment with the current curriculum requirements; and 	<ul style="list-style-type: none"> • Assist the HOD in designing relevant and applicable programmes for the department; • Attend all Professional Development training and workshops organised by the Department; • Apply new knowledge to classroom teaching; • Evaluate regularly or per term curriculum content & delivery and

		<ul style="list-style-type: none"> To ensure that all requisite learning programmes as assigned in the Curriculum are delivered to meet all learning needs of students in the classroom. To assist in the design and implementation of the Vocational Pathway for Technology. Provide relevant learning programs for the Junior school in particular. 	<p>use outcomes to map way forward;</p> <ul style="list-style-type: none"> Implement Vocational Pathway for Technology.
3.0 School-wide responsibilities			
3.1	Commitment to the School	<ul style="list-style-type: none"> Works cooperatively, in particular though not restricted only, with the Head of Department but with other teachers to discuss student capabilities and develop relevant and appropriate remedial strategies where required for all students; Completes necessary reports and record keeping in compliance with school policies, guidelines and procedures; Participates in professional development activities through staff development, in-service workshops at the department, regional or international levels and higher education; Ability to work as a member of the Team and contribute constructively towards a harmonious environment within the school and personal needs of students; and Other relevant duties as assigned by the Head of Department. 	<ul style="list-style-type: none"> Attend all Department meetings held and be proactive; Adhere to School policies, guidelines and procedures and avoid bringing the School into disrepute; Mandatory attendance at all Department professional development sessions whether in-country, regional or global unless by special exemption; A dedicated team worker who contributes fully to the School mission and goals. Undertake other duties as directed.
4.0 Working Environment			
4.1	Positive working environment	<ul style="list-style-type: none"> Safe working environment and spacious classrooms well ventilated with good lighting; and Adequate and appropriate resources to facilitate effective teaching and enhancing learning outcomes and behavioral attitudes. 	<ul style="list-style-type: none"> Report to HOD on matters to improve the classroom; and Resources are ordered in advance through the HOD; Create and design resources if needed. Update Department Asset Inventory as new resources are purchased;

KEY RELATIONSHIPS

Internal	Government	External
Teachers, Careers Coordinator HOD & Department Staff, Administration staff NHS Principal Parents Department of Education staff Director of Education	<ul style="list-style-type: none">• Niue Public Service Commission.• Relevant Departments	<ul style="list-style-type: none">• Niue High School external stakeholders, i.e NZQA

PERSON SPECIFICATION

The appointee ideally should have;

1) Academic qualifications: (Certificate, Diploma, Degree, etc.)

- a) Teaching Certificate and a recognized tertiary qualification in the relevant subject area;
- b) Good depth of teaching experience or a recognized teaching qualification (preferably a NZ teaching qualification).
- c) Some knowledge or teaching second language learning students.

Certification

2) Knowledge, skills and experience:

- a) Has a sound understanding of the NZQA/NCEA curriculum and understands the processes involved in curriculum assessments, internal and external moderation and evaluation;
- b) Over five years teaching experience in a regional School;
- c) Good management experience in record keeping and filing of all School-related documents.

d) Personal Competencies: (Key traits/behaviours)

- a) Relates well to students and public;
- b) Ability to communicate effectively to students, respective consultants and education specialists;
- c) Great sense of humor and a good team worker.