

TOR for EA- Provincial Trainer

Background

As part of MEHRD's commitment to support teachers to increase learning in Literacy and Numeracy, the LPMU wishes to support the Educational Authorities (EAs) to coordinate and implement literacy activities across the provinces. The best support for teachers and leaders is within the EA with MEHRD, through the LPMU, providing guidance and resources to EA colleagues. EAs have the local knowledge of their leaders and teachers' work and context to support them locally.

Education Authorities express commitment to improve literacy support, but cannot do this without personnel whose prime responsibility is to provide literacy training and support together with an LPMU National Trainer to enact national literacy initiatives.

The LPMU wishes to appoint Provincial Literacy Trainers to provide training and support, liaise with the LPMU for literacy activity planning, and represent the EA in literacy-based meetings and forums.

Expectations of the Literacy Trainer

Design and planning

The Provincial Trainer would be able to:

- Work with National LPMU trainers to develop and implement quality training for Head Teachers and teachers in the EA
- Analyse specific needs in the province and work with LPMU to deliver quality activities to meet identified needs
- Represent Provincial EA in literacy training and meetings organised in Honiara
- Plan training, support and literacy activities across the EA
- Monitor classroom-based resources in every classroom across the EA

Administration Services

The officer would be able to:

- Provide budget and logistic support requested by LPMU for literacy activities
- Provide support for logistic arrangements for participants and facilitators for literacy activities held in the EA with the LPMU Project Officer
- Ensure expenditure and budget are accurately recorded

Communication

The officer would be able to:

- Communicate effectively with LPMU Team Leader, the LPMU team, EA Officers, Head Teachers and teachers
- Provide feedback directly with LPMU team regarding the implementation of the programme
- Use phone, email, Word and Excel programs to communicate with LPMU and other stakeholders

Qualification and experience required

The Provincial Literacy Trainer will be:

- an experienced literacy teacher
- A confident public speaker
- interested and enthusiastic to deliver literacy activities across all schools
- well-organised and can meet deadlines
- competent using computer-based information and communication (phone, Excel, Word, email) and has access to a computer and office area in the EA
- reliable and has a good attendance record
- willing to learn new skills and knowledge and share ideas with others. They need to consider themselves working with a literacy team that includes the LPMU, the EA and teachers.

Remuneration

The contract package will be determined by the knowledge, skills and experience of the successful candidate.

Supervision and reporting

The Provincial Trainer will be supervised by EA leadership and the LPMU Team Leader