



# St Helena Government

## TERMS OF REFERENCE

### Teacher – English

Date: November 2023

#### 1. Background

1.1 The island of St Helena is an internally self-governing Overseas Territory of the United Kingdom located in the South Atlantic approximately 4,000 miles from the UK. The Government comprises a Governor (who is appointed by the Crown), a Chief Minister an Executive Council, which has the general control and direction of Government, and a Legislative Council. The Governor retains responsibility for internal security, external affairs, defence, the public service, finance and shipping.

1.2 The island's population is around 4,500 and it has a typical small island economy with a high import dependency, a narrow economic base, a large public sector (around 920 staff), and significant outward labour migration. St Helena receives UK Government financial assistance to support recurrent and capital expenditure as part of their obligation to ensure that the reasonable needs of the population are met.

1.3 The St Helena Government Strategy for St Helena captures the following National Goals:

**Altogether Safer**  
**Altogether Healthier**  
**Altogether Better for Children and Young People**  
**Altogether Greener**  
**Altogether Wealthier**  
**Effective Infrastructure**  
**Effective, efficient and accountable Public Sector**

The plan will improve joined up thinking, focus, and crucially reflect the views of the community. This can be found here: <https://www.sainthelena.gov.sh/wp-content/uploads/2022/05/SHG-Strategy-2022-2025-FINAL.pdf>

1.4 Through the 2018 Employee Opinion Survey, and then further work in 2019 through '*We are Listening*', a series of workshops and focus groups, the Public Service developed its Vision, Mission and Values. The Prospectus for Change 2020-2023 was also developed and sets out St Helena Government's Goals and Strategies for making the Public Service a great place to work, while ensuring customers experience the best possible service.

#### **Our Vision:**

St Helena – a great place to live, learn, work, visit and invest.

#### **Our Mission:**

Improve the lives of all within our community and help the island thrive.

#### **Our Values:**

**FAIRNESS** - We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

**INTEGRITY** - We communicate openly and we are honest, accountable and ethical.

**TEAMWORK** - We work together and we support each other.

1.5 Commercial flights to St Helena commenced on 14 October 2017. It is hoped that the tourism activity resulting from this will significantly enhance St Helena's economic prospects and have a positive impact on the island community, bringing a period of accelerated social and economic change. Achievement of Government's Goals and Strategic Objectives will require sound management and transformation of the Public Service to make it a professional, modern, and flexible organisation able to initiate and respond to change.

1.6 There are Five Portfolios, led by a Portfolio Director, reporting to the Chief Secretary who is the Head of the Public Service: Economic Development; Education, Skills and Employment; Health and Social Care; Environment Natural Resources and Planning; and Safety, Security and Home Affairs. There is also a Central Support Service led by the Deputy Chief Secretary; Treasury led by the Deputy Financial Secretary and a Programme Management Office which all provide support to the five Portfolios.

1.7 The Education, Skills and Employment Portfolio works to ensure St Helenians can experience the wellbeing and economic benefits that quality education, skills and employment provide. Activities will remain centered around delivering a high standard of education and training that meets the needs of all St Helena residents and supports economic development, with additional policy responsibility for sports and leisure. The strategic focus of Education, Skills and Employment is to provide opportunity for all to access education, training and skill development, employment, and sports and leisure to positively benefit the community and holistic development of St. Helena. The organisational chart is shown at the end of this document.

1.8 The Public Service has entered an exciting phase in the development of St Helena Island. To help us deliver the changes needed in our organisation we are seeking an experienced English teacher who inspires and motivates their learners to achieve and has a track record of delivering results. A teacher who has successfully taught English in at least one Secondary School to GCSE and A level and who will be able to support other teachers to enable them to teach English to at least GCSE level.

1.9 This role is funded by UK Government as the skills required are not currently available on the Island. Officers employed through this 'Technical Co-operation (TC) Programme' are expected to share their knowledge and skills beyond the workplace to ensure their time on St Helena has the broadest benefit. It is important that you have the right values and attitude and that you are motivated by wanting to make a difference and contribute to our small island community. You will need to be adaptable, be sensitive to the local context and challenges, and have the ability to take joy from the simple things in life. This is an excellent opportunity to support, contribute and give back to the island whilst also enjoying the unique lifestyle opportunities the island can offer you.

## **2. Key Objectives**

2.1 The overall objective of the post during the contractual period is:

To provide high quality teaching across the defined age range of 11 – 18 at St. Helena Secondary School in the area of English

To monitor and assess student performance

To plan, prepare and deliver appropriate schemes of work

To work within the department on improving the curriculum at St. Helena Secondary School as directed by Head of English

2.2 A key objective for all the roles funded through the TC Programme is Capacity Development. Capacity Development is defined by the Public Service as:

Developing specific job related technical skills and knowledge in an individual or across teams or groups.

Enhancing knowledge, skills and abilities of individuals, teams and the Public Service as a whole.

Supporting the improvement of overall Public Service performance.

Enhancing knowledge, skills and abilities of individuals within the private sector and wider community.

Supporting the development of the island (including voluntary work) which may be unrelated to your substantive role.

You may be directly involved in succession planning and if so you would be required to:

Participate in the performance management process and identify solution for filling skill/capacity gaps.

Facilitate continuing professional development for direct reports and the wider team as necessary.

Develop succession plans, or contribute to succession planning for staff within the section.

You can contribute to the development of the workforce even if you don't have direct reports or a designate or successor for your role. You can also add value and support a range of projects through other activities including volunteering.

It is important that officers funded by the TC Programme collect and report on what they are doing to develop the workforce, in their section, in their Portfolio, across the Public Service and in some cases wider into the Private Sector. It is also important that the Public Service can report on the added value officers bring to the Island through supporting projects or volunteering.

Capturing the added value and capacity development that officers funded by the TC Programme undertake, as well as the collective impact these officers make to St Helena, is imperative as the Public Service relies on UK Government funding for these roles.

Throughout your employment you will be required to complete a Capacity Development Record to help the Public Service capture all of this information. Thinking about all you can do to support the development of people, services and St Helena should be an integral part of your time here.

### 3. Support to National Goals and Strategic Objectives

The post holder will indirectly support the achievement of all goals and objectives but will directly support the following:

NATIONAL GOAL	STRATEGIC OBJECTIVE	PORTFOLIO PRIORITY
Altogether Better for Children and Young People	SO. 6 Enhance educational attainment and learning outcomes for all	1. Improve educational outcomes for all
	SO.7. Empower young people to access opportunities	2. Operate an inclusive system that meets the holistic needs of all children
	SO.10.Ensure children and adults with Special Educational Needs and Disability (SEND) and Social, Emotional and Mental Health (SEMH) needs are catered for through a comprehensive inclusion policy.	3. Meet the academic, training and development needs of the people of St. Helena 4. Provide opportunity for all young people to fulfil their career aspirations.

### 4. Outputs, Timing and Reporting

1. The teacher shall provide to the Head of English the school termly reports on progress. These reports should cover the outputs, and key performance indicators agreed with the Head Teacher of St. Helena Secondary School. These should be agreed not more than three months after arrival on Island.
2. A Capacity Development Record should be kept by the postholder for the duration of their contract. This will be reviewed as part of the six-month probation review, annually as part of the appraisal process and at the end of contract review.
3. The post will be for two years in the first instance. Performance will be measured with respect to the Section and Portfolios overall performance in service delivery and increases in operational effectiveness and efficiency. The Capacity Development Record will be a key document for measuring performance. A probationary period of 6 months will apply.
4. The teacher will report directly to the Head of English, St. Helena Secondary School.

### 5. Organisational Structure (see attached)

