

GOVERNMENT OF TRINIDAD AND TOBAGO

JOB SPECIFICATION AND DESCRIPTION

JOB SPECIFICATION

<u>JOB TITLE:</u>	Senior Teacher (Primary)
<u>MINISTRY/DEPARTMENT:</u>	Ministry of Education
<u>DIVISION:</u>	Primary Schools
<u>SECTION:</u>	N/A
<u>UNIT:</u>	N/A

ROLE & CORE FUNCTIONS:

This job requires the incumbent to teach all subjects on the Primary School curriculum and to render assistance in the management of the primary school under the guidance of school administration. Duties also include monitoring the progress of students, effective classroom supervision and guidance to ensure the overall development of students.

EDUCATION, SKILLS & SPECIALISED TECHNIQUES:

- Five (5) GCE 'O' Level/CXC subjects (General Proficiency Level Grade I or II) including English Language, Mathematics and Science.
- Certification in teaching as evidenced by the possession of a Teacher's Diploma or equivalent.
- In-Service training in Education Administration.
- Sound human relations skills.
- Sound communication skills.

EDUCATION, SKILLS & SPECIALISED TECHNIQUES: (cont'd)

- Sound skills in the observation and analysis of students' behaviour.
- Sound planning and organising skills.
- Sound classroom management skills.
- Sound evaluation and measurement skills.
- Intermediate counselling skills.
- Basic computer skills.

LEARNED DISCIPLINES:

- Sound knowledge of subjects on the primary school curriculum.
- Sound knowledge of the philosophy and psychology of education.
- Sound knowledge of safe operations of fixtures and equipment common to a primary school.
- Sound knowledge of evaluation and measurement techniques.
- Intermediate knowledge of principles and techniques of counselling.
- Basic knowledge of the principles and practice of First Aid.
- Basic knowledge of school administration techniques.
- Basic knowledge of the Financial Regulations.
- Basic knowledge of the Education Act and other legislation affecting duties of the Senior Teacher.
- Basic knowledge of the relevant computer applications.

EXPERIENCE:

- Five (5) years as a certified Teacher in a Primary School.

WORKING CONDITIONS:**Physical Environment and Hazards:**

Duties are performed in an environment in which the incumbents are exposed to:

- Chalkdust (60%).

Physical Demand:

This job involves:

- walking the school compound to monitor students' activities – 10%

Special Conditions:

- encountering emotional and irate parents and students – 10%
- meeting deadlines for the submission of reports – 10%

JOB DESCRIPTION

REPORTING RELATIONSHIPS

REPORTS TO:

- Principal (Primary)

Nature of Supervision

Periodic supervision based on detailed procedures (weekly).

SUPERVISION GIVEN TO:

- Teacher I (Primary)
- Assistant Teachers (Primary)
- Ancillary Staff

Periodic supervision based on detailed procedures (weekly).

Close supervision based on detailed procedures.

Close supervision based on detailed procedures.

LIAISES WITH:

(Internally) Ministry /Department:

- Head Office Divisional offices of the Ministry of Education

Nature of Contact

To request and provide information (weekly).

(Externally) Other Ministries & Statutory Authorities:

- Ministry of Health
- Ministry of Works and Transport
- Water and Sewerage Authority/
and Trinidad and Tobago Electricity
Commission

To request and make arrangements for medical examination of students e.g. immunization (termly).

To request or make arrangements for repairs, refurbishment work - (as required).

To request assistance as necessary regarding provision of electricity and water - (as required).

Other Ministries/Departments

To request information and general assistance (as required).

<u>(Externally) Private Sector and Members of the Public:</u>	<u>Nature of Contact</u>
<ul style="list-style-type: none"> • Parents 	To receive and provide information on students' progress and other school matters (monthly).
<ul style="list-style-type: none"> • Parent/Teachers 	To attend meetings of parents and teachers in order to discuss/resolve problems relating to the school in general.

DUTIES & RESPONSIBILITIES:

1. Assists the school administrator in day-to-day management of the school by performing functions such as:-
 - contributing to preparation of school programme and adoption of curriculum;
 - providing supervision and guidance to teaching staff and coaching Assistant Teachers;
 - supervising ancillary staff;
 - compiling statistical returns of attendance and punctuality for submission to the Ministry of Education.
2. In the absence of the school administrator, performs supervisory and administrative duties relating to the school.
3. Plans a programme of learning and activities in one or more subjects to develop the knowledge, skills and attitudes of students in accordance with the established primary school curriculum. This includes the preparation of:
 - the scheme of work which guides the application of the curriculum;
 - the timetable which identifies the schedule of subjects to be taught;
 - the lesson notes which define specific areas/topics to be covered;
 - the records of weekly teaching/learning programmes to be undertaken and the evaluation of same.

DUTIES & RESPONSIBILITIES (Cont'd):

4. Guided by the approved programme, prepares lessons and delivers instruction to students in the subject areas for an assigned class by researching subject materials, collating and compiling information pertinent to the topic(s). This includes the preparation of charts diagrams and other general teaching aids, and the use of appropriate teaching methods techniques and strategies, such as lectures, discussions, demonstrations, selected audio visual aids, group and individual work.
5. Prepares, administers and marks tests and other assignments to evaluate students' progress and maintains records of students' attainment in curriculum area over a designated period.
6. Prepares and delivers instructions and gives guidance to improve students' performance where progress is below the required standard.
7. Initiates and supervises approved co-curricular activities across the school curriculum, in keeping with the Ministry of Education guidelines.
8. Supervises students during approved activities in the classroom and on the school compound to ensure their safety and good conduct.
9. Monitors the all-round development of students to facilitate the acquisition of social skills, deportment and etiquette and discusses progress and problems with students, school administrator and with parents/guardians as necessary.
10. Ensures that students keep the classroom and other learning areas in an orderly and sanitary condition.
11. Performs routine record-keeping functions such as:
 - keeping records of punctuality and attendance;
 - preparing term assessment records;
 - keeping reports and accurate records of students' progress.
12. Performs other duties related to job function which may be assigned from time to time.

EQUIPMENT AND/OR PROTECTIVE GEAR USED:**Required to use any of the following:**

- Computer.
- Audio-Visual Equipment.
- Public Address System.

No protective gear required.

AUTHORITY TO:

- Enforce the rules and regulations of the school in accordance with established procedures.
- Discipline students within stated limits.
- Recommend placement of students based on academic performance.

In the absence of the Principal, the Senior Teacher has authority to:

- Review and sign documents and letters to parents and other agencies.
- Grant time-off to/assign teaching and ancillary staff.
- Sign withdrawal slip for school account.
- Make recommendations in respect of the discipline of teachers and ancillary staff.

PERFORMANCE CRITERIA & STANDARDS**This job is satisfactorily performed when:**

- Supervised staff perform their duties in accordance with established procedures and policies laid down by the Principal and the Ministry of Education.
- Students perform in accordance with standards laid down by School and the Ministry of Education.
- Records are maintained accurately and are completed within the time and in the manner stipulated by the Principal and the Ministry of Education.

PERFORMANCE CRITERIA & STANDARDS (Cont'd.)

- Harmonious relationships among members of the school community are maintained.
- Co-curricular and extra-curricular activities produce the results required.
- Teaching and related activities conform to the requirements of the approved of school curriculum/programme and are performed within the time specified.
- Students display an understanding/knowledge of area(s) taught as reflected in results of tests and assignments.

This document is a true and accurate description of the position

SIGNATURES:

Incumbent/s	_____	Date	_____
Incumbent/s	_____	Date	_____
Supervisor	_____	Date	_____
Manager	_____	Date	_____
Chief Personnel Officer	_____	Date	_____

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