

GOVERNMENT OF TRINIDAD AND TOBAGO

JOB SPECIFICATION AND DESCRIPTION

JOB SPECIFICATION

JOB TITLE: Vice Principal (Primary)

MINISTRY/DEPARTMENT: Ministry of Education

DIVISION: Primary School

SECTION: N/A

UNIT: N/A

ROLE & CORE FUNCTIONS:

This job requires the incumbent to perform professional and supervisory work, rendering assistance in the management of a primary school and teaching general subjects comprising the curriculum of the institution. Duties include assisting the Principal in the supervision of staff and monitoring the progress of students. The incumbent is also required to assist in establishing systems and procedures for the physical safety of students and the maintenance of a healthy, safe and secure environment.

EDUCATION, SKILLS & SPECIALISED TECHNIQUES:

- Five (5) G.C.E./C.X.C. Ordinary Level subjects 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 or equivalent.
- Sound human relations skills
- Sound communication skills.
- Sound skills in the observation and analysis of students' behaviour.
- Sound planning and organising skills.
- Sound classroom management skills.

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

- Sound evaluation and measurement skills.
- Intermediate counselling skills.
- Intermediate management skills.
- Basic computer skills.

LEARNED DISCIPLINES:

- Sound knowledge of the subjects on the Primary School Curriculum.
- Sound knowledge of the principles and techniques of counselling.
- Sound knowledge of school administration techniques.
- Sound knowledge of the psychology of education.
- Working knowledge of the Education Act and other relevant legislation.
- Working knowledge of the Public Service Commission Regulations, the Civil Service Regulations and the Public Service Commission Regulations as adopted by the Teaching Service Commission.
- Working knowledge of Financial Regulations.
- Sound knowledge of evaluation and measurement techniques.
- Working knowledge of general safety practices within school.
- Basic knowledge of the principles and practice of First Aid.
- Basic knowledge of the relevant computer applications.

EXPERIENCE:

Minimum of five (5) years experience 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 - 20%

Physical Demand:

This job involves:

- walking the school compound to monitor students' activities (10%).

Special Conditions:

This job involves:

- encountering emotional and irate parents and students (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)

Periodic supervision based on detailed procedures.

- Assistant Teacher (Primary)

Close supervision based on detailed procedures.

- Ancillary Staff e.g. Cleaners

Close supervision based on standing instructions.

LIAISES WITH:

(Internally) Ministry /Department:

Head Office and Divisional Offices of the Ministry of Education

Nature of Contact

To request and provide information (weekly).

(Externally) Other Ministries & Statutory Authorities:

- Ministry of Health

To request and make arrangements for medical examination of students: Immunization (termly).

- Ministry of Works and Transport

To request and make arrangements for repairs and refurbishment work. (as required).

- WASA/TTEC

To request assistance on matters regarding provision of water and electricity (as required).

(Externally) Private Sector & Members of the Public:

Nature of Contact

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|---|--|
| <ul style="list-style-type: none"> • Private Firms/Organisations | <p>To request general assistance for school activities, donations, etc., (termly)</p> |
| <ul style="list-style-type: none"> • Parents/Teachers | <p>To attend meeting of parents and teachers in order to discuss/resolve problems relating to the school in general.</p> |
| <ul style="list-style-type: none"> • Parents | <p>To receive and provide information on students' progress and other school matters (monthly)</p> |

DUTIES & RESPONSIBILITIES:

1. Assists the Principal in the planning and administration of a programme of teaching and curriculum related activities which includes:
 - reviewing schemes of work, records and evaluation and lesson notes to ensure conformity with the school's curriculum;
 - preparing a calendar of co-curricular activities for the school year;
 - monitoring teachers' attendance on a daily basis, recommending requests for leave of absence and time-off by teachers to ensure adequate level of supervision and instruction for students;
 - ensuring that teachers complete class registers;
 - communicating and meeting with staff and Principal on both an individual and on a group basis;
 - encouraging the development of co-curricular activities.

2. Performs administrative tasks such as:
 - preparing periodically statistical returns of attendance and punctuality for transmission to the Ministry of Education;
 - recommending the grant of casual and sick leave for non-teaching civil service staff;
 - monitoring the preparation of invoice orders and signing them;

DUTIES AND RESPONSIBILITIES (cont'd):

- assisting in the preparation of school's financial reports.
3. Supervises and monitors students' adherence to disciplinary standards established in the school community by:
 - resolving problems between/among students;
 - disciplining and counselling students;
 - receiving and granting students' requests for short term absences from schools;
 - discussing students' academic and behavioural development with teachers and parents/guardians and advising on remedial action, where necessary.
 4. Assists in overseeing the receipt and distribution of lunches provided by the School Feeding Programme.
 5. Plans and delivers a programme of learning activities in one or more subjects for assigned students in accordance with established curriculum. This includes:
 - preparing lessons by researching subject materials;
 - preparing charts, diagrams and other general teaching aids;
 - using appropriate teaching methods, techniques and strategies such as lectures, discussions, demonstrations, selected audio visual aids, group and individual work;
 - preparing, administering and marking tests, projects and assignments completed by students in order to evaluate their progress;
 - preparing and delivering instruction and giving guidance to improve students' performance in areas where progress is not up to required standard.
 6. Communicates and meets with parents and teachers to advise and collaborate on school activities and other special events.
 7. Assumes full responsibility for the management of the school in the absence of the Principal.
 8. Co-ordinates the provision of administrative and other services to teachers and students involved in co-curricular activities.
 9. Performs other duties related to job function that may be assigned from time to time.

EQUIPMENT AND OR PROTECTIVE GEAR USED:

- Required to observe safety precautions in the operation of:
 - Public Address System.
 - Audio visual equipment.
 - Computer.
- Required to use protective gear such as:
 - Screen when using computer and other relevant gear in performing official duties.

AUTHORITY TO:

- Sign documents for receipt of deliveries to school.
- Review and sign teachers' weekly records and evaluation.
- Make log entries in the absence of Principal.
- Prepare reports with respect to disciplining teachers.
- Discipline students within stated limits.
- Authorise payments and authenticate school's documents.
- Assign teachers to perform various roles related to job function in the absence of the Principal.
- Allow time-off to teachers.
- Appraise staff performance and complete performance appraisal reports.

PERFORMANCE CRITERIA & STANDARDS

This job is satisfactorily performed when:

- Teaching and other related activities conform to the approved school curriculum for a primary school.
 - Guidance and direction to staff are provided regularly.
 - Staff is evaluated and appraised within stipulated time-frames and in accordance with approved guidelines/procedures.
 - Records are maintained accurately and are completed and submitted within the given time-frames and in a manner stipulated by the Principal and the Ministry of Education.
 - Financial documents are prepared in accordance with established Financial Regulations and are submitted within stipulated time-frames.
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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 _____