

GOVERNMENT OF TRINIDAD AND TOBAGO

JOB SPECIFICATION AND DESCRIPTION

JOB SPECIFICATION

JOB TITLE: Teacher III (Secondary) (Languages)

MINISTRY/DEPARTMENT: Ministry of Education

DIVISION: Secondary and Further

SECTION: N/A

UNIT: N/A

ROLE & CORE FUNCTIONS:

This job requires the incumbent to teach one or more subjects in the Languages area to students from Forms 1 to 6 in a secondary school in accordance with the approved curriculum. Duties include monitoring the progress of students, effective classroom supervision and guidance to ensure the all-round development of students.

EDUCATION, SKILLS & SPECIALISED TECHNIQUES:

- Bachelor's Degree in area of subject specialty from a recognised University.
- Certification in teaching as evidenced by the possession of a Diploma in Education or equivalent.
- Sound evaluation and measurement skills.
- Sound communication skills.
- Sound classroom management skills.
- Sound human relations skills.
- Sound planning and organising skills.
- Sound skills in the observation and analysis of students' behaviour.

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

- Intermediate counselling skills.
- Basic computer skills.

LEARNED DISCIPLINES:

- Sound knowledge of the theory and practice of the subject area(s) taught.
- Sound knowledge of evaluation and measurement techniques.
- Sound knowledge of modern methods, principles and techniques of teaching.
- Sound knowledge of the philosophy and psychology of education.
- Working knowledge of the principles and techniques of counselling.
- Basic knowledge of the principles and practice of First Aid.
- Basic knowledge of the relevant computer applications.

EXPERIENCE:

No previous experience required.

WORKING CONDITIONS:

Physical Environment and Hazards:

Duties are performed in an environment in which the incumbent is exposed to:

- Chalkdust - 60%

Physical Demand:

The performance of official duties does not require any undue physical effort.

Special Conditions:

This job involves:

- encountering emotional and irate parents and students (15%).

JOB DESCRIPTION

REPORTING RELATIONSHIPS

REPORTS TO:

Head of Department (Secondary)

Nature of Supervision

Periodic supervision based on detailed procedures (weekly).

SUPERVISION GIVEN TO:

N/A

N/A

LIAISES WITH:

(Internally) Ministry /Department:

N/A

Nature of Contact

N/A

(Externally) Other Ministries & Statutory Authorities:

N/A

N/A

(Externally) Private Sector & Members of the Public:

- Private Firms/Organisations

To request general assistance for school activities, donations, etc. (termly).

To request/purchase materials, equipment (annually).

- Parents

To receive and provide information on students progress and other school matters, (termly).

- Parents/Teachers

To attend meetings of parents and teachers in order to discuss/resolve problems relating to the school in general.

DUTIES & RESPONSIBILITIES:

1. Plans a programme of learning to develop the knowledge, skills and attitudes of students from Forms 1 - 6 in accordance with the established secondary school curriculum. This includes the preparation of:
 - the scheme of work which guides the application of the curriculum;
 - the lesson notes which define specific areas/topics.
2. Guided by the approved programme, prepares lessons and delivers instruction to students in the designated subject area(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.
3. Prepares, administers and marks tests, projects and assignments completed by students in order to evaluate students' progress and maintains records of students' attainment in the curriculum area over a designated period.
4. Prepares and delivers instruction and gives guidance to improve students' performance in the relevant subject area(s) where progress is below the required standard.
5. Monitors the all-round development of students and discusses progress and problems with students, school administration and with parents, as necessary.
6. Supervises students during approved activities in the classroom and on the school compound to ensure their safety and good conduct.
7. Initiates and supervises approved co-curricular activities consistent with the specific subject area in keeping with the Ministry of Education guidelines.
8. Identifies appropriate materials and equipment needed for use in subject area(s) and makes recommendation for purchase.
9. Ensures that students keep classrooms, workshops and other learning areas in an orderly and sanitary condition.
10. Maintains school records including class attendance register.

DUTIES & RESPONSIBILITIES (cont'd):

11. May be required to perform duties of a Form Teacher which entail:

- entering information on students' report cards and school records;
- maintaining class attendance register;
- collecting and scrutinizing written excuses such as those for absences and other school matters;
- issuing time tables which identify the teaching schedule.

12. Performs other duties related to teaching function that may be assigned from time to time.

EQUIPMENT AND OR PROTECTIVE GEAR USED:

Required to use any or all of the following:

- cassette recorder
- video recorder
- film projector
- overhead projector
- television
- computer

AUTHORITY TO:

- Recommend the purchase of materials and equipment.
- Enforce the rules and regulations of the school in accordance with established procedures.
- Discipline students within stated limits.
- Nominate students and recommend the level of competency for students writing local and external examinations (CXC, NEC, GCE).
- Recommend placement of students based on academic performance.
- Recommend students for merit awards.
- Sign students' academic reports.

PERFORMANCE CRITERIA & STANDARDS

This job is satisfactorily performed when:

- Teaching and other related activities conform to the requirements of the approved school curriculum/programme for secondary school.
- Students display an understanding/knowledge of the area(s) taught, as reflected in the results of tests and assignments.
- Records are maintained accurately, and are completed within the given time-frame, and in the manner stipulated by the school administration and the Ministry of Education.
- Counselling is provided to students as required.
- Safety procedures are adhered to in order to ensure a safe and productive environment relevant to the subject area(s) taught.

This document is a true and accurate description of the position

SIGNATURES:

Incumbent/s _____

Date 30/11/2003

Incumbent/s _____

Date _____

Supervisor _____

Date _____

Manager _____

Date 6/12/00

Chief Personnel Officer J. Robinson

DIRECTOR, HUMAN RESOURCE
MINISTRY OF EDUCATION

Date 30/11/2003

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