

GOVERNMENT OF TRINIDAD AND TOBAGO

JOB SPECIFICATION AND DESCRIPTION

JOB SPECIFICATION

JOB TITLE: Head of Department (Primary)

MINISTRY/DEPARTMENT: Ministry of Education

DIVISION: Primary School

SECTION: N/A

UNIT: N/A

ROLE & CORE FUNCTIONS:

This job requires the incumbent to teach all subjects in the primary school curriculum and to co-ordinate and supervise the teaching activities of a department comprising either the infant, the junior, the senior, the post primary levels, or a combination of these, in a primary school in accordance with the approved curriculum. Duties include monitoring the progress of students, effective classroom supervision and guidance to ensure the overall development of students.

EDUCATION, SKILLS & SPECIALISED TECHNIQUES:

- Five (5) G.C.E. O'Level/C.X.C. subjects (General Proficiency Grade I or II) including English Language, Mathematics and a science subject.
- Certification in teaching as evidenced by the possession of a Teacher's Diploma or equivalent.
- Sound communication skills.
- Sound human relations skills.
- Sound skills in the observation and analysis of students' behaviour.
- Sound planning and organising skills.

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

- Sound classroom management skills.
- Sound evaluation and measurement skills.
- Intermediate counselling skills
- Intermediate supervisory 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 evaluation and measurement techniques.
- Sound knowledge of the safe operations of fixtures and equipment in the Department.
- Working knowledge of the principles and techniques of counselling.
- Basic knowledge of the principles and practice of First Aid.
- Basic knowledge of school administration.
- Basic knowledge of the Education Act, Civil Service Act and other relevant legislation.
- Basic knowledge of the relevant computer applications.

EXPERIENCE:

- Minimum of four (4) 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 (40%)

Physical Demand:

This job involves:

- performing outdoor duties such as conducting physical education sessions for students.

Special Conditions:

This job involves:

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

JOB DESCRIPTION

REPORTING RELATIONSHIPS

REPORTS TO:

- Principal (Primary)
- Vice Principal (Primary)

Nature of Supervision

Periodic supervision based on detailed procedures (weekly).

SUPERVISION GIVEN TO:

- Assistant Teacher (Primary)
- Teacher I (Primary)

Close supervision based on detailed procedures (daily).

Periodic supervision based on detailed procedures (weekly).

LIAISES WITH:

(Internally) Ministry /Department:

N/A

Nature of Contact

N/A

(Externally) Other Ministries & Statutory Authorities:

N/A

N/A

(Externally) Private Sector and Members of the Public:

- Parents
- Parents/Teachers

To receive and provide information on pupils' progress and other school matters (monthly).

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

DUTIES & RESPONSIBILITIES:

1. Co-ordinates the teaching activities of a Department to ensure adherence to achievement of the curriculum by:
 - reviewing and approving schemes of work, lesson notes, and record and evaluation to ensure conformity with established curriculum;
 - conferring with teaching staff to monitor the work progress and other departmental matters and providing feedback accordingly;
 - monitoring teaching staff in the execution of teaching methods and strategies and giving guidance as necessary;
 - ensuring adequate level of supervision for students;
 - monitoring the preparation of test papers.
2. Plans a programme of learning and activities 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 lesson notes which define the specific areas/topics to be covered.
3. Guided by the approved curriculum, prepares lessons and delivers instruction to students in an assigned class. 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, practical demonstrations, selected audio visual aids group and individual work.
4. Prepares, administers and marks tests, projects and assignments completed by students in order to evaluate their progress and maintains a record of students' attainment in the curriculum area over a designated period.
5. Prepares and delivers instruction and gives guidance to improve students' performance in subject area(s) where their progress is not up to the required standard.
6. Monitors the all round development of students and discusses progress and problems with students, school administration and with parents/guardians as necessary.

DUTIES & RESPONSIBILITIES (cont'd)

7. Supervises and monitors disciplinary standards in the department by:
 - resolving problems between/among students;
 - counselling students and disciplining where necessary.
8. Monitors and appraises the performance of teachers on a regular basis.
9. Supervises students in the classroom and on the school compound to ensure their safety and good conduct.
10. Supervises individuals undergoing teacher training and teaching practice.
11. Initiates and supervises approved co-curricular activities across the school curriculum, in keeping with the Ministry of Education guidelines.
12. Ensures that students keep the classroom and other learning areas in an orderly and sanitary condition.
13. Examines periodically equipment and fixtures within the department to ensure that they are properly maintained and in a good state of repair.
14. Performs routine administrative tasks such as:
 - preparing periodically statistical returns of attendance and punctuality of teachers for submission to the Principal;
 - keeping reports and records of students' progress in department;
 - signs and keeps copies of term assessment records of students.
15. Performs other duties related to job function which may be assigned from time to time.

EQUIPMENT AND/OR PROTECTIVE GEAR USED:

- Required to use equipment such as:
 - computer
 - audio -visual equipment
- No protective gear is 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.
- Sign appropriate section of students' reports.
- Prepare/make amendments to department's workplan.
- Provide advice and professional supervision to staff.
- Appraise staff performance.

PERFORMANCE CRITERIA & STANDARDS

This job is satisfactorily performed when:

- The departmental workplan and on-going activities are evaluated on a regular and timely basis.
- Guidance and direction to staff are provided periodically.
- Staff is evaluated and appraised within stipulated time frames and in accordance with approved guidelines and procedures.
- Teaching and other related activities conform to the approved school curriculum and are submitted within the specified time.
- Records are maintained accurately and are completed and submitted within the given time and in the manner stipulated by the Principal and the Ministry of Education.

This document is a true and accurate description of the position

SIGNATURES:

Incumbent/s

Date

30/11/2000

Incumbent/s

Date

Supervisor

Date

Manager

[Signature]
DIRECTOR, HUMAN RESOURCE
MINISTRY OF EDUCATION

Date

6/12/00

Chief Personnel
Officer

[Signature]

Date

30/11/2000

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