

**GOVERNMENT OF TRINIDAD AND TOBAGO**

**JOB SPECIFICATION AND DESCRIPTION**

**JOB SPECIFICATION**

**JOB TITLE:** Head of Department (Secondary)

**MINISTRY/DEPARTMENT:** Ministry of Education

**DIVISION:** Secondary and Further

**SECTION:** Secondary

**UNIT:** N/A

**ROLE & CORE FUNCTIONS:**

This job requires the incumbent to plan, organise, co-ordinate and supervise work programmes of a Department in accordance with the approved curriculum for a subject area/group of subjects at secondary school level. Functions also include teaching one or more subject(s) to students in Forms 1 - 6.

**EDUCATION, SKILLS & SPECIALISED TECHNIQUES:**

- Bachelor's degree in area of specialty from a recognised university.
- Certification in teaching as evidenced by the possession of a Diploma in Education or equivalent.
- In-service training in supervisory techniques.
- Sound human relations skills.
- Sound evaluation and measurement skills.
- Sound classroom management 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.
- Intermediate supervisory skills.
- Basic computer skills.

**LEARNED DISCIPLINES:**

- Sound knowledge of the theory and practice of subject area(s) taught.
- Sound knowledge of modern methods, principles and techniques of teaching.
- Sound knowledge of evaluation and measurement techniques.
- Sound knowledge of laboratory safety practices pertinent to subject area(s).
- Sound knowledge of the philosophy and psychology of education.
- Working knowledge of the Education Act and other legislation pertinent to the duties of the Head of Department.
- Working knowledge of the principles and techniques of counselling.
- Basic knowledge of all subject areas in the Department.
- Basic knowledge of the principles and practice of First Aid.
- Basic knowledge of the principles and techniques of school administration.
- Basic knowledge of conflict management techniques.
- Basic knowledge of the Civil Service and Public Service Commission Regulations.
- Basic knowledge of relevant computer applications.

**EXPERIENCE:**

Four (4) years' experience as a certified Teacher III at a secondary school.

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

- Duties are performed in an environment in which the incumbent may be exposed to any of the following:
  - chalkdust (20%), chemicals(20%) and gas flames from Bunsen burner (10%).
- The incumbent is required to follow approved safety procedures and practices and use appropriate safety gear to guard against the risk of injury from inflammable gas/chemicals.

**Physical Demand:**

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

**Special Conditions:**

This job involves

- encountering emotional and irate parents (15%).
- meeting deadlines for the submission of reports and other official documents (10%).

## **JOB DESCRIPTION**

### **REPORTING RELATIONSHIPS**

#### **REPORTS TO:**

Vice Principal (Secondary)

#### **Nature of Supervision**

Periodic supervision based on detailed procedures (weekly).

#### **SUPERVISION GIVEN TO:**

- Teacher I (Secondary) }
- Teacher II (Secondary) }
- Teacher III (Secondary) }

Periodic supervision based on detailed procedures (weekly).

- Assistant Teacher (Secondary)

Close supervision based on detailed procedures.

- Laboratory Assistant/School }
- Laboratory Technician }
- Other Support Staff }

Close supervision based on standing instructions.

#### **LIAISES WITH:**

##### **(Internally) Ministry /Department:**

Curriculum Officers

##### **Nature of Contact**

To provide information and obtain assistance in respect of delivery of curriculum, teaching strategies, etc. (monthly).

##### **(Externally) Other Ministries & Statutory Authorities:**

Other Ministries, Government Agencies and Statutory Bodies

To request information and general assistance (as may be required).

**(Externally) Private Sector & Members of the Public:**

**Nature of Contact**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Private Firms/Organisations</li> </ul>    | <p>To request general assistance for school activities, donations, etc., (termly).</p> <p>To request/purchase materials, tools, equipment (termly).</p> <p>To obtain information pertinent to subject department (termly).</p> |
| <ul style="list-style-type: none"> <li>• Non-Governmental Organisations</li> </ul> | <p>To provide information and request assistance including social services, (as required).</p> <p>To request general assistance for school activities, donations, etc., (termly).</p>  |
| <ul style="list-style-type: none"> <li>• Parents</li> </ul>                        | <p>To receive and provide information on students progress and other school matters, (monthly).</p>  |
| <ul style="list-style-type: none"> <li>• Parents/Teachers</li> </ul>               | <p>To attend meeting of parents and teachers in order to discuss/resolve problems relating to the school in general.</p>   |

**DUTIES & RESPONSIBILITIES:**

1. Co-ordinates a work plan for teaching staff in the subject Department to ensure adherence to and implementation of the curriculum.
2. Confers with teaching staff to monitor the progress of the workplan and other departmental matters and provides feedback to the school administration and/or teaching staff.
3. Reviews and approves schemes of work, record and evaluation and lesson notes to ensure conformity with curriculum and monitors the performance of teachers in the classroom.
4. Prepares in draft form estimates of expenditure for books, equipment, consumables, teaching aids and other material for the department in consultation with teaching staff and the school administrator.

**DUTIES AND RESPONSIBILITIES (cont'd):**

5. Recommends and purchases/arranges for the purchase of approved books, equipment, consumables, teaching aids and other material for use in the Department.
6. Coordinates and supervises the preparation of examination question papers and the marking of scripts for the Department.
7. Prepares in draft form time-tables and supervision schedules for departmental examinations and submits to the school administration for approval.
8. Supervises the installation of and makes arrangement to ensure the maintenance, safekeeping and proper use of all equipment, tools and material within the department.
9. Guides and assesses the performance of teaching staff and non-teaching staff attached to the Department.
10. Plans a programme of learning to develop the knowledge, skills and attitudes of students in 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 to be covered.
11. Keeps abreast of current technological and industrial developments in the relevant area of specialisation and prepares modifications to existing course curricula.
12. Guided by the approved curriculum, prepares lessons and delivers instruction to students in the designated subject area. 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, and group and individual work.
13. Prepares, administers and marks tests, projects and assignments to evaluate students progress and maintains record of students' attainment in curriculum area over a designated period.
14. Prepares and delivers instruction and gives guidance to improve students' performance in the relevant subject area when progress is below the required standard.

**DUTIES AND RESPONSIBILITIES (cont'd):**

15. Monitors the all-round development of students and discusses progress and problems with students, school administration and with parents, as necessary.
16. Monitors level of stock relevant to subject department and makes requests for replenishment to ensure adequate stock level is maintained.
17. Supervises students during approved activities in the classroom and on the school compound to ensure their safety and good conduct.
18. Initiates and supervises approved co-curricular activities consistent with the specific subject area in keeping with the Ministry of Education guidelines.
19. Supervises workshop/laboratory activities to ensure the development of good - working habits and adherence to safety by students. Ensures that students keep classroom/workshop/laboratory and other learning areas in an orderly and sanitary condition.
20. 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 equipment such as:
  - audio-visual equipment such as cassette recorder, video recorder, film projector, overhead projector, television
  - computer
  - typewriter, stenographic machine
  - Bunsen burner, microscope, balances, voltmeter, ammeters
  - barometers, thermometers, hydrometers, globes.
- May be required to use any of the following protective gear such as:
  - laboratory coats, overalls, goggles, gloves.



**AUTHORITY TO:**

- Determine School Based Assessment (SBA) projects in consultation with subject teacher and in accordance with Ministry of Education guidelines.
- Enforce the rules and regulations of the school in accordance with established procedures.
- Discipline students within stated limits.
- Recommend textbooks for use by students in accordance with the policy of the Ministry of Education.
- Recommend placement of students based on academic performance.
- Sign appropriate section of students' reports (as a subject teacher).
- Recommend to arrange for the purchase of materials, books and equipment for subject department's use.
- Nominate students and recommend the level of competency for writing local and external examinations (C.X.C., G.C.E., N.E.C.) in consultation with subject teacher.
- Appraise staff performance.
- Recommend students for Merit Awards.
- Prepare/make amendments to department's workplan and timetables.
- Review and approve schemes of work, record and evaluation, lesson notes and notes of lessons.



## **PERFORMANCE CRITERIA & STANDARDS**

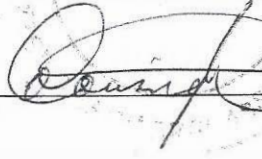
This job is satisfactorily performed when:

- Teaching and other related activities conform to the requirements of the approved school curriculum/programme for secondary schools.
- Guidance and direction are provided to staff periodically.
- Staff is evaluated and appraised within given time-frames and in accordance with approved guidelines and procedures.
- Departmental workplans and ongoing activities are evaluated on a regular and timely basis.
- Departmental arrangements for examination activities such as the preparation of draft timetables, supervision schedules and question papers and the marking of examination scripts are conducted in accordance with established guidelines and within the timeframe specified.
- Records are maintained accurately and are completed within the time and manner stipulated by the school administration and the Ministry of Education.
- Efforts are made to ensure that appropriate levels of stock/equipment are maintained.
- Arrangements are put in place to ensure that tools, equipment and fixtures are maintained.
- Counselling is provided to students as required.
- Procedures are put in place to ensure a safe and productive environment relevant to department.

This document is a true and accurate description of the position

SIGNATURES:

Incumbent/s



Date

05/12/2000

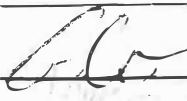
Incumbent/s

Date

Supervisor

Date

Manager



Date

10/1/00

Chief Personnel  
Officer



Date

05/12/2000

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