



DIVISION OF EDUCATION, RESEARCH AND TECHNOLOGY
Department of Education
Dutch Fort Plaza, Dutch Fort, Scarborough, Tobago.
Tel. #: 299-0781 Email. administrator@thadert.gov.tt

Advertisement

The Administrator, Division of Education, Research and Technology is inviting applications from suitably qualified nationals of the Republic of Trinidad and Tobago between the ages of 18 to 45, who are registered as a Teacher to fill the office of Teacher I (Primary) (Grade 3) in Government and Government Assisted Primary Schools.

TEACHER 1 (PRIMARY) IN GOVERNMENT AND GOVERNMENT ASSISTED PRIMARY SCHOOLS IN TOBAGO AS LISTED BELOW:

Current vacancies in Government Primary Schools: -

- Bon Accord Government
- Buccoo Government
- Golden Lane Government
- Tablepiece Government

Current vacancies in Government Assisted Primary Schools: -

- Charlotteville Methodist
- Ebenezer Methodist
- Scarborough Methodist
- Delaford Roman Catholic
- Scarborough Roman Catholic
- Belle Garden Anglican
- Roxborough Anglican

- Pentecostal Light and Life Foundation

Vacancies in Government Primary Schools which will become vacant in 2025: -

- Bon Accord Government
- Buccoo Government
- Moriah Government
- Signal Hill Government
- Tablepiece Government

Vacancies in Government Assisted Primary Schools which will become vacant in 2025: -

- Hope Anglican
- St. Andrew's Anglican
- Ebenezer Methodist
- Scarborough Methodist

TEACHER I (PRIMARY)

JOB SUMMARY:

This job requires the incumbent to teach all the subjects on the primary school curriculum. Duties include monitoring the progress of students, effective classroom supervision and guidance to ensure the overall development of students.

KEY DUTIES/RESPONSIBILITIES

- 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 curriculum at the primary level. 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 record of weekly teaching/learning programmes and the evaluation of the same.
- Guided by the approved programme, prepares lessons and delivers instruction to students in the subject areas for 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, demonstrations, selected audio-visual aid, group and individual work.
- Prepares, administers and marks tests, projects and other assignments to evaluate students' progress, and maintains records of students' attainment in curriculum area over a designated period.
- Prepares and delivers instruction and gives guidance to improve students' performance in areas where progress is below the required standard.
- Initiates and supervises approved co-curricular activities across the school curriculum, in keeping with the Ministry of Education guidelines.
- Supervises students during approved activities in the classroom and on the school compound to ensure their safety and good conduct.
- Monitors the all-round development of students and discusses progress and problems with students, school administration, parents and other relevant parties as necessary.
- Ensures that students maintain proper discipline and keeps the classroom and other learning areas in an orderly and sanitary condition.
- Performs routine record-keeping functions such as:

- Keeping records of punctuality and attendance;
- Preparing term assessment records;
- Keeping records and accurate school records of students' progress.
- Performs other duties related to teaching function which may be assigned from time to time.

EDUCATION SKILLS & SPECIALISED TECHNIQUES:

1. Five (5) CXC subjects General Proficiency Level - Grades I, II or III (Grade III from 1998) (including English Language, Mathematics, and a Science subject.)

Or

General Certificate of Education (GCE) – Grade A, B or C (including English Language, Mathematics, and a Science subject.)

And

2. Certification in teaching as evidenced by the possession of a Teacher's Diploma or equivalent Bachelor of Education Degrees as approved by the Chief Personnel Officer as follows:

University of Trinidad and Tobago

- Bachelor of Education (B.Ed.) with specialization in:
 - Primary
 - Early Childhood Care Education (ECCE)
 - Special Needs Education

Catholic Religious Education Development Institute (CREDI)

- Bachelor of Education Degree (Primary)

The University of the West Indies (The UWI)

- Bachelor of Education in Early Childhood Care Education (ECCE)
- Bachelor of Education Degree (Primary)

UWI Roytec in collaboration with the University of New Brunswick

- Bachelor of Education for Primary School Teacher (General)

University of Southern Caribbean (USC)

- Bachelor of Science in Elementary Education

The applicant must also possess the following skills:

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

Salary: Grade 3: \$10,189.00 - \$12,735.00/\$14,553.00 per month (2019/2020)

- A copy of the Job Specification can be accessed [HERE](#)
- A copy of the Application Checklist can be accessed [HERE](#)
- A copy of the Application Form for employment can be accessed [HERE](#)

Interested persons **MUST** submit their hardcopy applications and supporting documents **in triplicate** at the Division of Education, Research and Technology, Dutch Fort Plaza, Dutch Fort, Scarborough, Tobago on or before but no later than **5th July 2024 at 3.00 p.m.** local time.

**PERSONS WHO HAVE PREVIOUSLY APPLIED FOR TEACHER I (PRIMARY)
ARE ADVISED TO RE-APPLY IN RESPONSE TO THIS ADVERTISEMENT.**

**SHOULD PERSONS NEGLECT TO ATTACH/PROVIDE COPIES OF THEIR
RELEVANT DOCUMENTS, EXPERIENCE AND TRAINING AS OUTLINED IN
THE APPLICATION CHECKLIST, THE ADMINISTRATOR WILL BE UNABLE
TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND THEY WILL
BE DEEMED UNSUITABLE.**

**THE CLOSING DATE FOR THE RECEIPT OF APPLICATIONS IS: 5TH JULY
2024.**


Administrator

Division of Education, Research and Technology