



Government of the Republic of Trinidad and Tobago  
**MINISTRY OF EDUCATION**  
Education Towers, No. 5 St. Vincent Street, Port of Spain, Trinidad  
www.moe.gov.tt  
Phone: 1-868-622-2181 (Ext.1620,1621,1617,1619)

## **JOB OPPORTUNITY**

On behalf of the Teaching Service Commission, the Ministry of Education is inviting applications from suitably qualified nationals of the Republic of Trinidad and Tobago to fill the under-mentioned position, Ministry of Education.

### **TEACHER I (PRIMARY) IN GOVERNMENT ASSISTED PRIMARY SCHOOLS IN TRINIDAD**

#### **1. 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 area 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, parent 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 QUALIFICATIONS, SKILLS & SPECIALISED TECHNIQUES:**

- Five (5) subjects at CXC General Proficiency – Grades I, II or III (Grade III from 1998)
- Or**
- General Certificate of Education (GCE) – Grade A, B or C
    - (i) English Language
    - (ii) Mathematics
    - (iii) One (1) of the following subjects from the Natural Sciences Group:
      - (a) Biology
      - (b) Chemistry
      - (c) Physics
      - (d) Integrated Science
      - (e) Human and Social Biology
    - (iv) Any other two subjects

- (v) A Bachelor of Education Degree with specializations in the following:
- (a) Primary Education
  - (b) Early Childhood Care and Education
  - (c) Special Education/Special Needs; or
  - (d) any other equivalent qualification.

- 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 evaluation and measurement skills
- Basic computer skills

**Salary:** Grade 3: \$9,793.00 - \$13,988.00 per month (2013)

A copy of the Job Specification can be accessed [HERE](#).

Interested persons **MUST** submit their application **ONLINE ONLY**, on or before but no later than **20<sup>th</sup> January, 2023 at 11:59 pm** local time.

Relevant documents must be scanned and uploaded with online application as stipulated on the **INSTRUCTIONS TO APPLICANTS [HERE](#)**.

For further details, the Advertisement can be accessed on the Service Commissions Department's website [www.scd.org.tt](http://www.scd.org.tt).

**PERSONS WHO HAVE PREVIOUSLY APPLIED FOR ASSISTANT TEACHER/TEMPORARY TEACHER I/ TEACHER I (PRIMARY) AND WISH TO BE CONSIDERED FOR PRIMARY SCHOOL TEACHING IN GOVERNMENT ASSISTED SCHOOLS ARE ADVISED TO RE-APPLY IN RESPONSE TO THIS NOTICE.**

**PERSONS WHO WERE INTERVIEWED AND EMPLOYED OR AWAITING PLACEMENT AS ASSISTANT TEACHER/TEMPORARY TEACHER I (PRIMARY) AND WHO ARE CURRENTLY AWAITING AN UPGRADE AS TEACHER I (PRIMARY) NEED NOT APPLY IN RESPONSE TO THIS ADVERTISEMENT.**

Persons wishing to apply can access the Notice of Vacancy, **Online Application Form**, Job Specification and the Application Checklist on the Service Commissions Department's website at [www.scd.org.tt](http://www.scd.org.tt) **ONLY ONLINE APPLICATIONS WOULD BE ACCEPTED.**

**THE CLOSING DATE FOR THE RECEIPT OF APPLICATIONS IS: 20<sup>th</sup> JANUARY, 2023 at 11.59 pm.**

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



---

Permanent Secretary  
Ministry of Education

PERMANENT SECRETARY  
MINISTRY OF EDUCATION