

CIRCULAR MEMORANDUM

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Circular Memorandum No. 6

FROM: Permanent Secretary
Ministry of Education

TO: All Principals in Secondary Schools
Matelot Community School

DATED: May 24, 2024

S U B J E C T

Vacant Positions of Principal (Secondary) (Grade 8) in Secondary Schools

The Ministry of Education is inviting suitably qualified persons who are currently employed in the Secondary School System to submit applications for filling the offices of Principal (Secondary) (Grade 8) which are vacant/due to become vacant in the following schools: -

District	School	School Type
Caroni Education District	<ul style="list-style-type: none">• Waterloo Secondary School• Preysal Secondary School	<ul style="list-style-type: none">• Government• Government
North Eastern Education District	<ul style="list-style-type: none">• Arima North Secondary School• Biche Secondary School• SWAHA Hindu College• Valencia Secondary School• Sangre Grande Secondary School	<ul style="list-style-type: none">• Government• Government• Board• Government• Government
Port of Spain and Environs Education District	<ul style="list-style-type: none">• St. Mary's College• East Mucurapo Secondary School• Mucurapo West Secondary School• Russell Latapy Secondary School• Woodbrook Secondary School•	<ul style="list-style-type: none">• Board• Government• Government• Government• Government•
St. George East Education District	<ul style="list-style-type: none">• San Juan North Secondary School• San Juan South Secondary School• ASJA Girls' College, Tunapuna	<ul style="list-style-type: none">• Government• Government• Board
South Eastern Education District	<ul style="list-style-type: none">• Williamsville Secondary School	<ul style="list-style-type: none">• Government
St. Patrick Education District	<ul style="list-style-type: none">• Palo Seco Secondary School• Holy Faith Convent, Couva• Iere High School• Shiva Boys' Hindu College•	<ul style="list-style-type: none">• Government• Board• Board• Board
Victoria Education District	<ul style="list-style-type: none">• San Fernando West Secondary School	<ul style="list-style-type: none">• Government

2. **JOB SUMMARY**

An employee in this class is responsible for the day-to-day management of a Secondary School. Work involves planning the curriculum, administering the educational programme of the institution, and periodically reviewing the programme content to meet changes in educational requirements and labour trends. Work also includes the supervision of professional, clerical and other subordinate staff. Assignments and directives are received from the Ministry or the Board of Management in the form of circulars or memoranda defining the educational policy and objectives. Considerable independence of judgment is exercised within the framework of these policies and objectives, but work is reviewed by the Schools Supervisor III through periodical visits, reports and analysis of results achieved.

3. **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS**

- Bachelor's Degree in a specialty subject area from a recognized University.
- Certification in teaching as evidenced by the possession of a Diploma in Education/Teaching.
- Eight (8) years teaching experience after obtaining the post graduate Diploma in Education or equivalent including at least two (2) years as Vice Principal (Secondary).

4. Copies of the detailed Job Description for the office of Principal (Secondary) (Grade 8) are available at Secondary Schools, Education District Offices, and the Ministry of Education's Website.

5. **PROCEDURES FOR SUBMITTING APPLICATIONS**

Applications for the above office should be completed and submitted via the use of an Online Application Form for promotion to Administrative Offices in the Teaching Service no later than **Friday 21 June 2024** at 12:00 Noon.

- a. Under cover of Circular memorandum, No. 18 dated 16th October 2019; a Manual pertaining to the use of the Online Application was issued to schools and is also available on the Ministry's Website for your perusal and guidance.
- b. This online application form must **ONLY** be processed through the **applicant's officially assigned Ministry of Education email address**.
- c. School Supervisors and Principals are advised that Special Report Forms can only be uploaded through their official Ministry of Education email address.
- d. Principals and Schools Supervisors are to ensure that all application forms are accompanied by the Special Report, which must be completed, signed, dated and submitted on or before **Friday 12 July 2024**.
- e. Applicants, Principals and Schools Supervisors are to note that because of the nature of this online system, application and special report forms will not be accessed beyond the stipulated deadline dates.
- f. The Schools' Supervisor for each Education District is required to submit the School Profile for the Schools identified in this Circular on or before **Friday 12 July 2024**.

6. At the closing date of this Circular Memorandum, all aspiring applicants must satisfy the requirements for the vacant offices mentioned.
7. Principals are required to bring this Circular Memorandum to the attention of all members of staff.
8. Click [here](#) for the online application form. Please use your officially assigned Ministry of Education email address.
9. **INCOMPLETE AND UNSUITABLE APPLICATIONS**

Applications submitted without the following supporting documents/missing information will be deemed incomplete and unsuitable:

- Applications not processed through the **applicant's officially assigned Ministry of Education email address**
- Copy of National Identification Card
- Copy of Birth Certificate (Affidavits where applicable)
- Copy of Marriage Certificate (where applicable)
- Legible scanned copies of:
 - Relevant academic qualifications
 - Documentation showing proof of citizenship (if not born in Trinidad and Tobago)
 - Documentation from the relevant authorizing bodies, verifying equivalency for qualification obtained abroad
 - Detailed information and relevant experience as it pertains to the office advertised



**/s/Permanent Secretary
Ministry of Education**

cc: Director of Personnel Administration
(Teaching Service Commission)

Chief Administrator
Tobago House of Assembly

Chief Education Officer

Director of Schools Supervision

All Schools' Supervisors

General Secretary
Trinidad and Tobago Unified Teachers' Association

Association of Principals of Secondary Schools

Association of Principals of Assisted Secondary Schools

Denominational Boards of Management

- Anglican Board of Management
- Anjuman Sunnat-ul-Jamaat Association of T&T (A.S.J.A) Education Board
- Baptist Board of Management
- Bishop Anstey High School Board of Management
- Board of Education, St. Stephen's College
- Board of Governors of Trinity College
- Catholic Education Board of Management
- Cluny Central Board of Management
- Dominican Sisters' Board of Management
- Education Board of Management, St. Joseph's Convent, San Fernando
- Fyzabad Anglican Secondary School Education Board of Management
- Holy Faith Sisters Secondary Schools Board of Management
- Holy Ghost Fathers Board of Management
- Sanatan Dharma Maha Sabha (S.D.M.S) Board of Management
- SWAHA Education Board of Management
- The Board of Management, Miracle Ministries Pentecostal High School
- The Catholic Community of Our Lady of Lourdes & Our Lady of Guadalupe Board of Management