



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Assistant Teacher

MINISTRY: Education, Youth, Culture, Social and Library Services

DEPARTMENT: Education

LOCATION: Providenciales (Thelma Lightbourne Primary School)

JOB SUMMARY:

This is a paraprofessional position which has responsibility for working under a teacher's supervision to give students additional attention and instruction.

KEY DUTIES AND RESPONSIBILITIES:

1. Reinforce lessons presented by teachers by reviewing material with students one-on-one in small groups.
2. Ensure school and class rules to help teach students proper behavior
3. Help teachers with record keeping, such as tracking attendance and calculating grades
4. Help teachers prepare for lessons by getting materials read or setting up equipment, such as computers
5. Help supervise students in class, between classes, during lunch and recess, and on field trips
6. Prepare and deliver lessons to a range of classes
7. Adheres to all Public Service codes, rules and regulations
8. Perform other related tasks as required.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An Associate's Degree in relevant academic discipline
- The position requires a minimum of two (2) years teaching experience at the primary school level or demonstrated experience in working with children.

SALARY: Grade 5 - \$38,691 per annum plus allowances

APPLICATION PROCEDURE:





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Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates, a copy of the Passport photo page and Police Certificate/Record. Applications should be addressed to the Office of the Human Resource Directorate, Church Folly, Grand Turk.

Successful applicants will work in accordance with the Public Service Ordinance.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

