



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE:	Graduate Upper Primary Teachers
DEPARTMENT:	Education
MINISTRY:	Education, Youth, Sports & Culture
LOCATION:	Providenciales (Thelma Lightbourne Primary School and Oseta Jolly Primary School)

JOB SUMMARY:

This is a professional position which has responsibility for the instruction and supervision of students in primary schools.

TASKS AND RESPONSIBILITIES:

- Prepare and deliver lessons to a range of classes
- Mark work, giving appropriate feedback and maintaining records of students' progress and development.
- Research new topic areas, maintain up-to-date subject knowledge and then devise and write new curriculum materials.
- Select and use a range of different learning resources and equipment, including LCD projectors, podcasts and interactive whiteboards where available.
- Undertake pastoral duties, such as taking on the role of form teacher, and supporting students on an individual basis through academic or personal difficulties.
- Prepare students for external examinations.
- Organise field trips to encourage students' innovation and creativity.
- Manage student behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour.
- Supervise and support the work of newly qualified teachers.
- Participate in and organise extracurricular activities, such as formal dinners, social activities, fundraising events and sporting events.
- Participate in staff meetings, departmental meetings, PTA meetings, parents' evenings and whole school staff development seminars/workshops.
- Liaise with other professionals, such as careers advisers, guidance counsellors, educational psychologists and social welfare officers.
- Help guide students in their selection of career choices.





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- Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
- Teach the primary curriculum, in Grade 1 to 6 appropriate to the age and learning needs of the children.
- Adhere to all Public Service codes, rules and regulations.
- Perform other related tasks as required.

QUALIFICATIONS AND EXPERIENCE

- A bachelor's degree in a relevant academic discipline **AND**
- A teacher's certificate or diploma (The certificate or diploma may be encompassed in the degree).
- The position requires a minimum of one (1) years teaching practice experience in a classroom setting at the primary school level during the course of the teacher training to respond effectively to the challenges of the job.

SALARY: GRADE 2.1 - \$48,320.00 per annum plus allowances

For persons recruited outside of the Turks & Caicos Islands a two-year extendable contract is offered. Other benefits in addition to basic salary include a Housing Allowance, End-of contract gratuity of 6%, return passages for a family of up to two children under the age of 18 years, freight cost and duty exemption on personal effects imported within six months of the appointment.

APPLICATION PROCEDURE:

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.

