



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

**JOB TITLE:** Graduate Secondary Teacher– Home Economics

**MINISTRY:** Education, Youth, Sports & Culture

**DEPARTMENT:** Education Department

**LOCATION:** Grand Turk (Helena Jones Robinson High School)

### **JOB SUMMARY:**

This is a specialist position which has unit level responsibility for the teaching of one or more of the school's curriculum subjects to students.

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### **KEY DUTIES AND RESPONSIBILITIES:**

1. Prepare and deliver lessons to a range of classes
2. Mark work, giving appropriate feedback and maintaining records of students' progress and development.
3. Research new topic areas, maintain up-to-date subject knowledge and then devise and write new curriculum materials.
4. Select and use a range of different learning resources and equipment, including LCD projectors, podcasts and interactive whiteboards where available.
5. Undertake pastoral duties, such as taking on the role of form teacher, and supporting students on an individual basis through academic or personal difficulties.
6. Prepare students for external examinations.
7. Organise field trips to encourage students' innovation and creativity.
8. Manage student behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour.
9. Supervise and support the work of newly qualified teachers.
10. Participate in and organise extracurricular activities, such as formal dinners, social activities, fundraising events and sporting events.
11. Participate in staff meetings, departmental meetings, PTA meetings, parents' evenings and whole school staff development seminars/workshops.
12. Liaise with other professionals, such as careers advisers, guidance counsellors, educational psychologists and social welfare officers.
13. Help guide students in their selection of career choices.
14. Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
15. Teach the secondary curriculum, in Forms/grades appropriate to the age and learning needs of the children.
16. Adhere to all Public Service codes, rules and regulations.





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17. Perform other related tasks as required.

## **MINIMUM QUALIFICATIONS & 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).
- A minimum of one (1) year teaching practice experience in a classroom setting at the secondary school level during the course of the teacher training to respond effectively to the challenges of the job.

### ***For Vocational Teachers***

- An industry standard qualification (e.g. City and Guilds) in a relevant vocational discipline **AND**
- A teacher's certificate or diploma **AND**
- Associated vocational experience of a minimum of three (3) years

## **SALARY: \$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 and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

**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.*

