



# 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 Teacher – Lower Primary

**DEPARTMENT:** Education

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

**LOCATION:** Providenciales (Oseta Jolly Primary School and Thelma Lightbourne Primary)

### **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.
- 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.





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## **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: \$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.***

