GOVERNMENT OF TRINIDAD AND TOBAGO

JOB SPECIFICATION AND DESCRIPTION

JOB SPECIFICATION

JOB TITLE: Assistant Teacher (Primary)

MINISTRY/DEPARTMENT: Ministry of Education

DIVISION: Primary School

SECTION: N/A

UNIT: N/A

ROLE & CORE FUNCTIONS:

This job requires the incumbent to teach all subjects on the primary school curriculum under the guidance of a certified senior Teacher. Duties include monitoring the progress of students, effective classroom supervision and guidance to ensure the overall development of students.

EDUCATION, SKILLS & SPECIALISED TECHNIQUES:

- Five (5) GCE ‘O’ Level/CXC subjects (General Proficiency Level Grade I or II) including English Language, Mathematics and a science subject.

- In-service/basic training in techniques of teaching.

- Intermediate human relations skills.

- Intermediate communication skills.

- Basic classroom management skills.

- Basic skills in the observation and analysis of students’ behaviour.

- Basic planning and organising skills.

- Basic counselling skills.

- Basic computer skills.

- Basic evaluation and measurement skills.
**LEARNED DISCIPLINES:**

- Working knowledge of the subjects on the primary school curriculum.
- Basic knowledge of the techniques of teaching.
- Working knowledge of the safe operation of fixtures and equipment common to a primary school.
- Basic knowledge of the philosophy and psychology of education.
- Basic knowledge of the principles and practice of First Aid.
- Basic knowledge in evaluation and measurement techniques.
- Basic knowledge of relevant computer applications.

**EXPERIENCE:**

- No experience required.

**WORKING CONDITIONS:**

**Physical Environment and Hazards:**

- Duties may be performed in an environment in which the incumbents are exposed to:
  - Chalkdust - 60%.

**Physical Demand:**

- The performance of official duties does not require any undue physical effort.

**Special Conditions:**

- This job involves:
  - encountering emotional and irate parents and students – 10%
# JOB DESCRIPTION

## REPORTING RELATIONSHIPS

### REPORTS TO:

<table>
<thead>
<tr>
<th>Role</th>
<th>Nature of Supervision</th>
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</thead>
<tbody>
<tr>
<td>Senior Teacher (Primary)/</td>
<td>Close supervision based on detailed procedures.</td>
</tr>
<tr>
<td>Vice Principal (Primary)/</td>
<td></td>
</tr>
<tr>
<td>Head of Department (Primary)</td>
<td></td>
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</tbody>
</table>

### SUPERVISION GIVEN TO:

- N/A

### LIAISES WITH:

- **(Internally) Ministry/Department:**
  - N/A

- **(Externally) Other Ministries & Statutory Authorities:**
  - N/A

- **(Externally) Private Sector and Members of the Public:**
  - Parents: To receive and provide information on students' progress and other school matters (monthly).
  - Parents/Teachers: To attend meetings of parents and teachers in order to discuss/resolve problems relating to the school in general.
DUTIES & RESPONSIBILITIES:

1. Under the guidance of a certified senior teacher, plans a programme of learning in one or more subjects to develop the knowledge, skills and attitudes of students in accordance with the established primary school curriculum. This includes the preparation of:
   - the scheme of work which guides the application of the curriculum;
   - the timetable which identifies the schedule of subjects to be taught;
   - the notes of lesson which define specific areas/topics to be covered;
   - the records and evaluation which is the plan for future programmes of learning.

2. Guided by the approved programme and under the guidance of a certified senior teacher prepares lessons and delivers instruction to students in the subject areas for an assigned class. This includes the preparation of charts, diagrams and other teaching aids, and the use of appropriate teaching methods, techniques and strategies, such as lectures, discussions, demonstrations, selected audio visual aids, group and individual work.

3. Under the guidance of a certified senior teacher, prepares, administers and marks tests, projects and other assignments to evaluate students' progress and maintains records of students' attainment in curriculum area over a designated period.

4. Assists in supervising approved co-curricular activities across the school curriculum, in keeping with the Ministry of Education guidelines.

5. Supervises students during approved activities in the classroom and on the school compound to ensure their safety and good conduct.

6. Assists in monitoring the all round development of students and discusses progress and problems with students, school administration and with parents/guardians as necessary.

7. Ensures that students keep the classroom and other learning areas in an orderly and sanitary condition.

8. Performs routine record-keeping functions such as:
   - keeping records of punctuality and attendance;
   - preparing term assessment records;
   - keeping reports and accurate school records of students’ progress.

9. Performs other duties related to teaching function which may be assigned from time to time.
EQUIPMENT AND/OR PROTECTIVE GEAR USED:

Required to use any of the following:-

• Audio visual equipment.
• Computer.
• Small appliances, apparatus specific to subject taught.

No protective gear required.

AUTHORITY TO:

• Enforce the rules and regulations of the school in accordance with established procedures.
• Discipline students within stated limits.
• Recommend placement of students based on academic performance.
• Sign and distribute students' assessment reports.

PERFORMANCE CRITERIA & STANDARDS

This job is satisfactorily performed when:

• Teaching and other related activities conform to the requirements of the approved school curriculum/programme and are completed within the specified time.
• Students display an understanding/knowledge of the area(s) taught, as reflected in the results of tests and assignments.
• Records are maintained accurately, and are completed within the time frame, and in the manner stipulated by the school administration and the Ministry of Education.
• Counselling is provided to students as required.
This document is a true and accurate description of the position

**SIGNATURES:**

Incumbent/s  ______________________________  Date  _______________

Incumbent/s  ______________________________  Date  _______________

Supervisor  ______________________________  Date  _______________

Manager  ______________________________  Date  _______________

Chief Personnel Officer  ______________________________  Date  _______________

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