

Circular Memorandum No. 5

FROM: Permanent Secretary
Ministry of Education.

TO: All Principals in Public Primary/Secondary Schools,
School Supervisors I/II/III.

DATED: July 12, 2022

SUBJECT: Vacant Office of Senior Special Education Teacher (Primary) (Grade 5)

Applications are invited from suitably qualified officers for promotion or transfer to the vacant office of Senior Special Education Teacher (Primary) (Grade 5) at the undermentioned Special School:

| No. | School | Type | District |
|-----|------------------------------------|---------|-------------|
| 1. | Audrey Jeffers School for the Deaf | Special | Victoria |
| 2. | Lady Hochoy Home (Penal) | Special | St. Patrick |

(2) Particulars relating to the Office of Senior Special Education Teacher (Primary) are as follows:-

ROLE AND CORE FUNCTION

This job requires the incumbent to perform professional and supervisory work in assisting with the management of a special education school and teaching general subjects comprising the curriculum of the institution. It also requires the incumbent to assist in the establishment and maintenance of effective systems for the supervision of the physical safety of students and the creation of a healthy, secure and safe environment.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS

- Certification in Teaching as evidenced by the possession of a Teachers' Diploma or equivalent.
- In-service training in Education Administration or equivalent.
- Certificate/Diploma in the area of Special Education pertinent to the school or equivalent.
- Sound human relation skills.
- Sound communication skills.
- Sound classroom management skills.
- Sound skills in the assessment of special educational needs of students.
- Sound skills in the observation and analysis of students' behavior.
- Intermediate counselling skills.
- Basic computer skills.
- Sound skills in curriculum adaptation to suit specific special education needs.
- Sound planning and organizing skills.
- Sound evaluation and measurement skills.

- Intermediate management skills
 - Five (5) years' experience as a certified special education teacher in a specialized area(s) of Special Education.
- (3) **A detailed Job Specification and Description for the Office of Senior Special Education Teacher (Primary)** is available at the Education District Offices, the Ministry's Head Office and Website, www.moe.gov.tt.
- (4) **PROCEDURES FOR SUBMITTING APPLICATIONS**
- Applications for the above office should be completed and submitted via the use of an Online Application for promotion to Administrative Offices in the Teaching Service, no later than September 9, 2022.
 - Under cover of Circular Memorandum No.18 dated 16th October, 2019, a Manual pertaining to the use of the Online Application was issued to schools and is also available on the Ministry's Website for your perusal and guidance.
 - This online application form can only be processed through the officer's officially assigned Ministry of Education email address.
 - Principals are advised that Special Report forms and School Profiles can only be uploaded through their official Ministry of Education email address.
 - Principals and Schools Supervisors must ensure that all application forms are accompanied by the Special Reports, which must be completed and submitted on or before the closing date for applications.
 - Applicants, Principals and Schools Supervisors are to note that because of the nature of this online system, application and special report forms will not be accessed beyond the stipulated deadline date.
 - The Schools' Supervisor for each Education District is required to submit the School Profile for the Schools identified in this Circular on or before **September 30, 2022**.
- (5) **Please note that the names of the successful applicants who are not immediately placed as Senior Special Education Teacher (Primary) would be listed on an Order of Merit List which is valid for one year. Officers whose names are on an Existing Order of Merit List may apply for any of the advertised offices and indicate whether they wished to be re-interviewed.**
- (6) **At the closing date of this Circular Memorandum, all applicants must satisfy the requirements for the vacant Offices mentioned.**
- (7) **School Supervisors are required to submit profiles for the Schools advertised.**
- (8) Principals are required to bring this Circular Memorandum to the attention of all suitably qualified persons and to obtain signatures thereto as evidence that it has been seen also Principals are to prepare a list of names of the Officers who applied together with the School and Office they applied for and submit this list to the Human Resource Division **no later than September 30, 2022.**

REQUEST FOR TRANSFER


In submitting an application for transfer, the officer should state the reason(s) for the request.

Principals in Assisted Schools who wish to be transferred to an office advertised in this Circular Memorandum should ensure that their applications are submitted through their respective Boards of Management.

INCOMPLETE AND UNSUITABLE APPLICATIONS WILL NOT BE CONSIDERED.

Applications submitted without the following support documents/missing information will be deemed incomplete and unsuitable:

- Applicant's signature.
- Date of application.
- Copy of Birth Certificates attached (computerized only).
- Marriage Certificate (computerized only).
- Legible and clearly printed copies of:
 - ❖ Relevant academic qualifications.
 - ❖ Documentation showing proof of citizenship (if not born in Trinidad and Tobago).
 - ❖ Documentation from the relevant authorizing bodies, verifying equivalency for qualification obtained abroad.
 - ❖ Detailed information and relevant experience as it pertains to the office advertised.


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Ministry of Education
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MINISTRY OF EDUCATION

- p.c. Director of Personnel Administration (Teaching Service Commission)
Secretary T.T.U.T.A.
Administrator General, Division of Education – Tobago House of Assembly
Kabir Panth Association (K.P.A.) Board of Management
Catholic Education Board of Management
Anglican Board of Management
Arya Pratinidhi Sabha (A.P.S.)
Presbyterian Primary Schools Board of Education
Trinidad Muslim League (T.M.L.) School Board of Management
Moravian School Board of Management
Tackveyatual Islamic Association (T.I.A.) School Board of Management
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Anjuman Sunnat-ul-Jamaat Association of T&T (A.S.J.A.) Education
Sanatan Dharma Maha Sabha (S.D.M.S.) Board of Management
African Methodist Episcopal (A.M.E.) Board of Management
Methodist Board of Management
Fundamental Baptist Board of Management (Hokett Baptist)
Union Baptist Board of Management
Spiritual Baptist Board of Management
Student Support Services Division
Lady Hochoy Association

Circular Memorandum No. 7

FROM: Permanent Secretary
Ministry of Education

TO: All Principals in Public Primary/Secondary Schools,
Schools Supervisors III/II/I

DATED: July 12, 2022

SUBJECT: Vacant Office of Principal (Primary) (Grade 7) in Government
and Government Assisted Primary Schools (**AMENDED**)

Applications are invited from suitably qualified persons for promotion or transfer to the office of **Principal (Primary) (Grade 7)**, which are vacant or due to become vacant in the under-mentioned Primary Schools:-

| No. | School | Type | District |
|-----|--------------------|--------------|--------------------------|
| 1. | Couva South | Government | Caroni |
| 2. | Montrose | Government | Caroni |
| 3. | Spring Vale | S.D.M.S | Caroni |
| 4. | Flanagin Town | R.C. | Caroni |
| 5. | Munroe Road | Government | Caroni |
| 6. | Caparo | R.C. | Caroni |
| 7. | Carapichaima | ASJA | Caroni |
| 8. | Charlieville | ASJA | Caroni |
| 9. | Exchange | Presbyterian | Caroni |
| 10. | Agostini Road | K.P.A | Caroni |
| 11. | L'Anse Noire | Moravian | North Eastern |
| 12. | Cumaca | R.C. | North Eastern |
| 13. | Plum Mitan | Presbyterian | North Eastern |
| 14. | Manzanilla/Nariva | Government | North Eastern |
| 15. | Sangre Chiquito | Presbyterian | North Eastern |
| 16. | Cunaripo | Presbyterian | North Eastern |
| 17. | Guaico | Presbyterian | North Eastern |
| 18. | Lower Cumuto | Government | North Eastern |
| 19. | Sangre Grande | R.C. | North Eastern |
| 20. | Pt. Cumana | R.C. | Port of Spain & Environs |
| 21. | Hokett | Baptist | Port of Spain & Environs |
| 22. | Belmont | Government | Port of Spain & Environs |
| 23. | Morvant New | Government | Port of Spain & Environs |
| 24. | Belmont Boys' | R.C. | Port of Spain & Environs |
| 25. | Sacred Heart Boys' | R.C. | Port of Spain & Environs |

| | | | |
|-----|----------------------|-----------------|----------------------------|
| 26. | Nelson Street Boys' | R.C. | Port of Spain & Environs |
| 27. | Success | R.C. | Port of Spain & Environs |
| 28. | St. Theresa's Girls' | R.C. | Port of Spain and Environs |
| 29. | D'Abadie | Government | St. George East |
| 30. | Blanchisseuse | Government | St. George East |
| 31. | San Juan Boys' | R.C. | St. George East |
| 32. | San Juan Girls' | R.C. | St. George East |
| 33. | Don Miguel | S.D.M.S. | St. George East |
| 34. | La Pastora | Government | St. George East |
| 35. | Tunapuna | A.C. | St. George East |
| 36. | Malabar | Government | St. George East |
| 37. | Arima Boys' | R.C. | St. George East |
| 38. | Curepe | A.C. | St. George East |
| 39. | Arima New | Government | St. George East |
| 40. | Bourg Mulatresse | R.C. | St. George East |
| 41. | Arima | Presbyterian | St. George East |
| 42. | Arima Girls' | Government | St. George East |
| 43. | Mt. Lambert | R.C. | St. George East |
| 44. | Maloney | Government | St. George East |
| 45. | El Socorro | T.I.A. | St. George East |
| 46. | St. Barbara's | Shouter Baptist | St. George East |
| 47. | Santa Rosa | Government | St. George East |
| 48. | Egypt Village | Government | St. Patrick |
| 49. | Rousillac | Presbyterian | St. Patrick |
| 50. | South Oropouche | R.C. | St. Patrick |
| 51. | Vance River | R.C. | St. Patrick |
| 52. | Penal Rock Road | S.D.M.S. | St. Patrick |
| 53. | Siparia | S.D.M.S. | St. Patrick |
| 54. | San Francique | Presbyterian | St. Patrick |
| 55. | Chatham | Government | St. Patrick |
| 56. | Clarke Rochard | Government | St. Patrick |
| 57. | St. Dominics (Penal) | R.C. | St. Patrick |
| 58. | St. Brigid's Girls' | R.C. | St. Patrick |
| 59. | Tabaquite | R.C. | Victoria |
| 60. | San Fernando Girls' | Government | Victoria |
| 61. | Brothers | Presbyterian | Victoria |
| 62. | Ramai Trace | S.D.M.S. | Victoria |
| 63. | St. John's | A.C. | Victoria |
| 64. | Union | Presbyterian | Victoria |
| 65. | San Fernando | A.S.J.A | Victoria |
| 66. | Harmony Hall | Presbyterian | Victoria |
| 67. | Navet | Presbyterian | South Eastern |

| | | | |
|-----|---------------|--------------|---------------|
| 68. | Jordan Hill | Presbyterian | South Eastern |
| 69. | Fifth Company | Baptist | South Eastern |
| 70. | Princes Town | R.C | South Eastern |
| 71. | Rio Claro | S.D.M.S. | South Eastern |

(2) Particulars relating to the Office of Principal (Primary) are as follows:-

i **ROLE AND CORE FUNCTION**

This job requires the incumbent to perform professional and Supervisory work, rendering assistance in the management of a Primary School and teaching general subjects comprising the Curriculum of the Institution. The incumbent is required to assist in establishing systems and procedures for the physical safety of students and the maintenance of a healthy, safe and secure environment.

ii **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS**

- Certification in teaching as evidenced by the possession of a Teachers' Diploma or Equivalent
- In-service Management training
- Bachelor's Degree in Education (Education Administration and/or Curriculum) or Equivalent
- Minimum of eight (8) years' experience as a certified Teacher in a Primary School including at least three (3) years in School Administration

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