



The Department of Correctional Services

Seeks **QUALIFIED** applicants to fill the positions of Teacher & Instructor in the areas of (English Language, Reading, Science, Mathematics, Information Technology, Social Studies, Physical Education, Agriculture, Home Economics, Office Administration, Literature, Art & Craft, Caribbean History, P.O.A, P.O.B, Human Social Biology, Clothing & Textile, Cosmetology, Music, Auto Mechanic, Tailoring/Sewing and Wood Work).

TEACHER (TPG/TS 5)

JOB PURPOSE:

Under the general direction of the Assistant Superintendent, the incumbent is responsible for planning, conducting and evaluating classes in various subjects at varied academic levels with wards and inmates and in keeping with the prescribed curriculum of the Ministry of Education. The teaching methodology should reflect the principles of andragogy and pedagogy in keeping with the psychic of the group being taught. The educational programme in the long term will aid the rehabilitation programme through the creation of opportunities to build the skills that will aid empowerment, social and moral development of inmates/wards.

KEY RESPONSIBILITIES:

The duties and responsibilities include, but are not limited to the following:

- Attends meetings organized by the Educational Unit highlighting inmates/wards attendance, performance on continuous assessment, classroom behaviours, lesson evaluation, or problems being experienced and material needs;
- Prepares and submits reports to the Educational Unit highlighting inmates/wards attendance, performance on continuous assessment, classroom behaviours, lesson evaluation, or problems being experienced and material needs;
- Attends conferences/seminars organized by Ministry of Education/HEART Trust/Department of Correctional Services or any other body so approved by the Department through the Director of Special Projects;
- Plans and executes classroom activities that seek to impart the requisite knowledge, skills and attitudes as outlined in the educational programmes of the institutions;
- Conducts assessments/surveys to identify weaknesses, opportunities and constraining factors related to the physical structure/resource needs and the availability of inmates/wards to participate in the programme;

- Prepares daily lesson plans, teaching aids and varying assignments for each class based on the different levels of students, remedial/ primary/ secondary;
- Manages classroom-learning experiences to ensure that the needs of each student are being met;
- Prepares and enters inmates/wards found to have the competencies for local/overseas examinations, written/practical/oral, in keeping with the syllabuses;
- Designs, documents and administers test to inmates and wards as a means of assessing both knowledge gained from educational programmes and their ability to apply such knowledge in practical settings;
- Conducts regularly supervised assessments to inform revision exercises and maintain records of performance under continuous assessments for programmes such as JAMAL;
- Facilitates interaction of other groups of student/teacher through such activities as practical and integrated vocational classes;
- Utilizes all available resources/materials to the best advantage and in order to optimise the learning capacity of inmates/wards.

PERFORMANCE STANDARDS:

- Accurate reports are produced in accordance to the Department's standard and submitted within the agreed timeframe;
- Lessons plans are prepared daily and adequately cover all the topic areas that should be covered;
- Students are selected and registered to sit external examinations within the required timeline;
- Allocated resources used efficiently in order to maintain the operation of the educational programme;
- Participated in structured activities to enforce the institution's dress code and code of conduct.

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:

- Good written and oral communication skills;
- Good interpersonal skills;
- Good time management skills;
- High level of integrity/ethics exercised in the performance of duties;
- Good use of initiative;
- Good technical skills;
- Proficient use of technology;
- Ability to effectively impart knowledge.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- Tertiary level education with a Diploma/Certificate in Teacher Education;
- Certificate in Counseling (would be an advantage);
- At least two (2) years working experience at the primary/school level in the Jamaican education system.

INSTRUCTOR (TPG/TR 2)

JOB PURPOSE:

Under the general direction of the Assistant Superintendent, the incumbent is responsible for planning, conducting, demonstrating and evaluating classes in assigned vocational discipline with wards/inmates in keeping with the prescribed curriculum of the National Council for Technical Vocational Educational Training (NCTVET).

The instructional methodology should reflect the principles of andragogy and pedagogy in keeping with the psychic of the group being taught. The educational programme in the long term will aid the rehabilitation programme through the creation of opportunities to build the skills that will aid empowerment, social and moral development of inmates/wards.

KEY RESPONSIBILITIES:

The duties and responsibilities include, but are not limited to the following:

- Attends meetings organized by the Educational Unit highlighting inmates/wards attendance, performance on continuous assessment, classroom behaviours, lesson evaluation, or problems being experienced and material required;
- Prepares and submits reports to the Educational Unit highlighting inmates/wards attendance, performance on continuous assessment, classroom behaviours, lesson evaluation, or problems being experienced and material needs;
- Attends Conferences/Seminars organized by Ministry of Education/HEART Trust/Department of Correctional Services or any other body so approved by the Department through the Director of Special Projects;
- Assesses wards'/inmates' skills levels and their education/ training needs;
- Prepares lesson plans for wards/inmates concerning the stipulated course material;
- Organises and schedules training sessions for practical activities, e.g. mechanics; hairdressing; carpentry;
- Provides learning instruction in assigned subject areas;
- Prepares and acquires the necessary course material to facilitate the learning process;
- Liaises with external bodies including HEART/NTA regarding certification and examinations;
- Administers examinations and other relevant assessments;
- Adheres to the standing operating procedures of the institution to ensure safety of wards/inmates.

PERFORMANCE STANDARDS:

- Attends meetings and conferences and seminars as required;

- Prepares reports according to the required format within the established timeframes;
- Wards'/inmates' skills level and training needs identified on an annual basis;
- Lessons plan developed on a daily basis;
- Schedule for course prepared and made available to administration and students within the established timeframes;
- Instruction provided in the classroom setting on the specified subject areas;
- Learning materials acquired within the agreed timeframe;
- Liaise with external organizations regarding the procedure for training and the certification of wards/inmates;
- Administers examination to inmates/wards on a monthly, quarterly and annual basis.
- Adheres to the Standard Operating Procedures in order to ensure the safety and security of wards/inmates placed in your care.

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:

- Good written and oral communication skills;
- Good interpersonal skills;
- Good time management skills;
- High level of integrity/ethics exercised in the performance of duties;
- Good use of initiative;
- Good technical skills;
- Proficient use of technology;
- Ability to effectively impart knowledge,

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- Tertiary level education with a Diploma/Certificate in the instructional area;
- Certificate in Counseling (would be an advantage);
- At least two (2) years working experience at the instructional level in the Jamaican education system.

SALARY

- ✓ Teacher/Instructor (Diploma) = \$1,241,548.00 - \$1,449,164.00
- ✓ Teacher/Instructor (Certificate) = \$1,194,324.00 - \$1,391,724.00

Applications accompanied by resume should be submitted no later than Wednesday, September 19, 2018 to:

**Senior Director, HRM & Administration
Department of Correctional Services
5-7 King Street, Kingston
or
Email: hrm@dcs.gov.jm**

NB: Only shortlisted applicants will be contacted.