

E:9/1/17

Circular Memorandum #106

2009

FROM : Permanent Secretary
Ministry of Education

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

DATED : December 11, 2009

SUBJECT : **Vacant Positions of Principal (Primary) in
Government and Government Assisted Primary
Schools**

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

ROMAN CATHOLIC

La Veronica R. C.
Caratal RC
Cumaca RC
San Juan Girls' RC
Belmont (St. Francis) Girls' RC

METHODIST

Princes Town Methodist

ANGLICAN

Couva AC
Tunapuna AC
Sixth Company AC
Sisters Road AC
St. John's AC

PRESBYTERIAN

Debe Presbyterian
Ecclesville Presbyterian
Poole River Presbyterian
Princes Town #1 Presbyterian

GOVERNMENT

Iere Gov't.
La Romaine Gov't
Lower Cumuto #1 Gov't
Madras Gov't
Monkey Town Gov't
North Trace Gov't
Pleasantville Gov't
St. Joseph Gov't
St. Margaret's Gov't
Arima West Gov't

SDMS

Freeport SDMS
Arima SDMS
Endeavour SDMS
Ramai Trace SDMS
Reform SDMS

AME

Gaines Normal AME

SDA

San Fernando SDA

TML

St. Joseph TML

Please note that the names of successful applicants who are not immediately placed will be listed on an order of merit list for future appointments.

PROCEDURES FOR SUBMITTING APPLICATIONS:

Each applicant must submit **ONE (1)** application in **TRIPLICATE, CLEARLY INDICATING THE DESIRED SCHOOLS OF INTEREST** for the positions advertised. It should be addressed to the Permanent Secretary, Ministry of Education (Attention: DHR [Planning and Consulting Services]), in the format as stated below and should be forwarded through **the Principal and Schools Supervisor II**, to reach this Ministry no later than **January 29th, 2010.**

- i. Name:-
- ii. Date of Birth:-
- iii. Home Address and Telephone Contact Number:-
- iv. Present School:-
- v. Substantive post and date of appointment:-
- vi. Previous appointment(s) and date(s):-
- vii. Acting appointment(s) and date(s) (if applicable):-
- viii. Details of courses attended and qualifications obtained/year obtained (copy of certificates to be attached to application):-
- ix. **List of the school(s) and position(s) for which you are applying:-**
- x. Previous school(s) and position(s) for which you have applied:-
- xi. Date(s) of previous application(s):-
- xii. Date when last Special Report was submitted:-

Principals must ensure that an up to date Special Report is submitted with the application (original and two (2) copies).

Further, it should be noted that candidates for whom up to date Staff reports and Special Reports have not been received, will not be interviewed by the Teaching Service Commission.

Individuals who had applied previously and still wish to be considered for appointment to these positions are advised to re-apply.

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 a post advertised in this Circular Memorandum should ensure that their applications are submitted through their respective Board of Management.

JOB SUMMARY

This job requires the incumbent to ensure the successful implementation of the curriculum of a primary school through effective management, professional leadership, and the supervision and monitoring of students, teachers and ancillary staff. Responsibilities also include establishing procedures/systems for the physical safety of students and a healthy and secure environment which facilitates the learning process.

A detailed job description for the office of Principal (Primary) is available at Primary Schools and District Offices.

PROCEDURES FOR REMITTING APPLICATIONS TO HEAD OFFICE:

Principals are to collect all applications in respect of this circular from interested members of their staff and follow the following guidelines

- Prepare special reports and submit with applications to the respective Division of School Supervision.
- Prepare a list of the names of the officers who applied together with the School and Post they applied for and submit this list to the Human Resource Division no later than **February 5th, 2010.**

Please note that unsuitable applications will neither be acknowledged nor retained.

Principals are required to bring this Circular Memorandum to the attention of all members of staff and to obtain signatures thereto, as evidence that it has been seen.

/s/ Joycelyn Hunte
/f/ Permanent Secretary
Ministry of Education

p.c. Director of Personnel Administration
(Teaching Service Commission)

Chief Education Officer (Ministry of Education)

Secretary, T.T.U.T.A.

Administrator General – Tobago House of Assembly

Permanent Secretary, Office of the Prime Minister
(Central Administrative Services, Tobago)

School Supervisors II/III (All Divisional Offices)

Kabir Panth Association (KPA) Board of Management

Catholic Education Board of Management

Anglican Board of Management

Arya Pratinidhi Sabha (A.P.S.) School Board of Management

Presbyterian Primary Schools Board of Education

Trinidad Muslim League (T.M.L.) School Board of Management

Moravian School Board of Management

Tackveyatul Islamic Association, (T.I.A.) School Board of Management

Seventh Day Adventist (S.D.A.) Board of Management

Anjuman Sunnat-ul-Jamaat Association of T & T (A.S.J.A) Education Board

Sanatan Dharma Maha Sabha (S.D.M.S.) Board of Management

African Methodist Episcopal (AME) Board of Management

Methodist Board of Management