



Department of Correctional Services

EMPLOYMENT NOTICE

Applications are invited from suitably qualified candidates to fill/be assigned to the post of **Teacher - (Vacant)** in the **Rehabilitation Branch, Rehabilitation and Probation Aftercare Services Division**, salary range \$1,089,841 - \$1,325,627 per annum and any allowance(s) attached to the post.

JOB PURPOSE

Under the general direction of the Rehabilitation Manager, the incumbent shall plan, conduct and evaluate 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 special needs of the groups being taught. The educational programme should support the rehabilitation needs of the wards/inmates through the creation of opportunities to improve their knowledge, skills and attitudes.

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

KEY RESPONSIBILITIES

Technical/Professional:

- Plans and executes classroom activities that seek to impart the requisite knowledge, skills and attitudes as outlined in the educational programmes of the institutions.
- Prepares daily muster of inmates for school to facilitate their release from dorms and cells.
- Devises and uses special instructional materials or teaching aids for subjects taught in regular primary and secondary school programs; gives individual instructions, encouragement, counselling and guidance to inmates as necessary.
- Conveys information from assessments/survey to middle managers with a view for remedial action.
- 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 educational and vocational programmes.
- 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.
- Manages the teacher/pupil relationship in a professional manner.
- Motivates wards/inmates to take an active role in advancing their education/training.
- Assists in reinforcing discipline by way of enforcing dress code and appropriate behaviour during and outside of classes.

Management/Administrative:

- Maintains classroom discipline; advises and assists in planning and supervising class and inmates' activities; prepares and grades examination papers; prepares reports on attendance, progress and capabilities of each inmate for administrative purposes.
- Prepares and submits reports to the Rehabilitation Manager, highlighting challenges being experienced and recommends solutions and resource needs
- Attends conferences/seminars organized by Ministry of Education/HEART Trust/Department of Correctional Services or any other body so approved by the Department.
- Attends teacher's meetings and participates in the planning, scheduling and development of the school program.

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES

- The ability to effectively impart knowledge;
- Good interpersonal skills;
- Good time management skills;
- Ability to use audio visual aids such as projectors;
- Ability to use Microsoft office suite;
- Ability to assess the classroom /vocational environment quickly for potential;
- Ability to handle sudden and unexpected situations;
- Knowledge of accepted methods of teaching special children.

MINIMUM QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Teacher Education;
- Certificate in Counselling;
- Three to five (3-5) years working experience as a Teacher.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Required to work within the penal institutions.
- Required to teach inmates of varying risk levels.
- Required to work with inmates using tools and equipment that has the potential to be used as weapons.
- Requires standing for extended periods.

Interested persons should forward their application letters and résumés **NO LATER THAN Monday, May 30, 2022** to the: -

Senior Director
Human Resource Management & Administration
Department of Correctional Services
2nd Floor
5-7 King Street
Kingston

Email: jobpostings@dcs.gov.jm

Subject: **Teacher**

Please note that only shortlisted applicants will be contacted.