



Samuel Jackman Prescod Polytechnic

Applications are invited from suitably qualified persons to fill current vacancies at the Samuel Jackman Prescod Polytechnic as listed below.

A. INSTRUCTIONAL STAFF (Permanent)

1. Network Technologies
2. Electronics

B. HEAD OF DIVISION (Permanent Assignment)

1. Distance and Continuing/Open and Flexible Division.

C. SENIOR CLERK (Permanent)

1. Personnel Division

QUALIFICATIONS

A. INSTRUCTIONAL STAFF

Applicants should possess:

Instructor I

(a) A teachers' training certificate, Level 4 NVQ or CVQ assessor certificate, and one of the following qualifications in the appropriate applicable discipline: (i) A degree; (ii) The Higher National Diploma; (iii) The Higher National Certificate; (iv) The Full Technological Certificate.

OR

Instructor II

(a) A teachers' training certificate, Level 4 NVQ or CVQ assessor certificate in addition to one of the following qualifications in the appropriate discipline: (i) Level II of the City and Guilds; (ii) The BTEC National Certificate or a Diploma; (iii) An associate degree; (iv) Two CAPE certificates; and (v) The City and Guilds Advanced Craft Certificate;

OR

(b) The Higher National Diploma, or the Higher National Certificate in the appropriate discipline, and (i) A teachers' training certificate;

OR

Instructor III

English Language at CSEC General Proficiency Level and not less than three years' relevant experience, and possession of one of the following qualifications in the appropriate discipline:

(a) Level II of the City and Guilds; (b) The BTEC National Certificate or Diploma; (c) The Private Secretary's Diploma; (d) An Associate Degree; (e) Two CAPE certificates; (f) The Samuel Jackman Prescod Polytechnic diploma; (g) The City and Guilds Advanced Craft Certificate.

Advancement beyond the Qualification Bar is permitted on the acquisition of a teachers' training certificate or not less than seven years' relevant experience.

And three (3) to seven (7) years' relevant experience.

Head of Division

Applicants must be an Instructor 1

Senior Clerk

(a) An associate degree in Public Administration or Business Studies and not less than two years' relevant experience; or

(b) At least four subjects at CSEC General Proficiency level, including English Language and not less than five years' relevant experience.

RESPONSIBILITIES – INSTRUCTOR

The Instructor is responsible for:

(General)

In order to effectively deliver the diversified programme of the Samuel Jackman Prescod Polytechnic it is essential that staff play their part. The instructor is a key figure in the overall effort and must not only possess knowledge of the subject, but must also be capable of teaching it effectively using the most effective methods and available technology. The Instructor must also be an advisor to each student and a representative of the institution

The Instructor is expected to:

(Specific)

- (i) Plan and guide students' learning experiences toward the achievement of curriculum goals.
- (ii) Develop clear objectives for all lessons.
- Employ such instructional methods and materials as to most effectively meet the stated objectives.

- Assess student achievement on a regular basis and provide reports and records as required.
- Assist with the follow-up process and recruitment of students in their area of responsibility.
- Assist with the organization of courses for part-time and day release students.
- Conduct special courses which may be found necessary to satisfy the needs of industry.
- Advise on inventory requirements and change of course outline as may be necessary from time to time.

B. Performance Responsibilities

- Teach classes assigned by the Head of Division following an approved curriculum.
- Report all student injuries to the department head and to the office and take all other necessary action.
- Evaluate student work and report grades and attendance records to the Head of Division at times specified.
- Provide individual attention to students during the normal school day.
- Monitor students when on industrial attachment.
- Cooperate with other Instructors and Head of Division in preparing and revising instructional materials.
- Cooperate with other instructors and Head of Division in the preparation of the annual estimates of expenditure, recurrent and non-recurrent.
- Advise on inventory requirements and change of course outline as may be necessary from time to time.
- Order material and equipment for use in workshop on requisition form. Requisitions must be approved by Head of Division before they are submitted to the accounts section.
- Share responsibility for the safe custody of inventory equipment and tools in a particular workshop.
- Cooperate in the care and maintenance of, and accountability for equipment and buildings.
- Request routine service and repairs through the Head of Division.
- Keep abreast of current technical trends in technology and industrial practices and to present the material using such instructional methods as will most effectively promote student learning.
- Advise the librarian on the selection of appropriate materials for the respective student learning.
- Attend meetings called by authorized instructors, Divisional Head, Deputy Principal(s) or Principal.
- Serve on such committees as are established by the administration or faculty for the benefit of the institution.

RESPONSIBILITIES – HEAD OF DIVISION

The Head of Division is responsible for the:

1. Development of a business model to provide a viable revenue stream
2. Organization of courses in the division
3. Expansion of the current course offering to be responsive to emerging Industry needs

4. Development and promotion of online learning both locally and regionally
5. Management of clerical, instructional staff and the Instructional Designer and Online Facilitator
6. Management and preparation of Instructors contract information and claims
7. Management of complex teaching schedules
8. Management of student job attachment schedules

SKILLS

The Head of Division should have a (an):

1. Strong background in blended learning mechanics and pedagogy
2. Good understanding of online teaching concepts
3. Basic understanding of Instructional Designing requirements
4. Good experience in curriculum development
5. Competence in the use of common Microsoft applications
6. Understanding of basis computer software development skills
7. Experience in NVQ/CVQ assessor training
8. Good understanding of the Colleague student database.

RESPONSIBILITIES - SENIOR CLERK

The Senior Clerk is responsible for:

1. Personnel matters at the Institution
2. The upkeep and maintenance of all Personnel Records relative to:
 - a. Terms of Service
 - b. Leave
 - c. Attendance
 - d. Appointment and termination of services
3. The supervision of clerical staff in the Personnel Division
4. The administration of outgoing and incoming mail
5. The Administrative Office Function
6. Staff organizations
7. Any other duties that maybe assigned from time to time.

Salary Scales:

- Instructor is Z23 (QB16) - Z2 (\$3,053.72 (QB \$3,649.35) - \$5,516.04)
- Head of Division is Z5 – Z2 (\$5,029.06 - \$5,516.04) with a pensionable allowance of \$386.36
- Senior Clerk is Z23-Z17 (\$3,053.72 - \$3,552.80)

Interested and qualified persons should submit their applications, complete with Curriculum Vitae and two Referees, on or before Tuesday, April 18, 2017, to

The Chairman
Board of Management
Samuel Jackman Prescod Polytechnic
Wilbey
St. Michael BB11103
Barbados

Only suitable applications shortlisted will be acknowledged. Please call (246)-535-2200 or 535-2291 for further details.