



GOVERNMENT OF THE VIRGIN ISLANDS
TEACHING SERVICE COMMISSION
ADVERTISEMENT NO. 5/2018

Applications are invited from qualified persons to fill the posts of **Assistant Principal, Bregado Flax Educational Centre- Secondary Division.**

Salary:

The entry salary of the post is in Grade 13 - \$42,486.00 - \$47,754.00. Entry in the scale will depend on qualification and teaching experience.

Minimum Qualifications:

- Master's Degree in Education or its equivalent and additional training in School Leadership.
- Teachers' Certificate along with at least ten (10) years teaching experience.
- Working knowledge of the General Orders, Education Act, 2004, Education (Amendment) Act, 2014, Education Regulations 2015 and other governing policies/ regulations.

Responsibilities:

- Provide opportunities for all members of staff to participate in the development of the school.
- Create an environment that encourages quality learning experiences for all students.
- Ensure the observance of the provisions of the Education Act, 2004, Education (Amendment) Act, 2014 and any other applicable regulations/policies.
- Ensure awareness of appropriate grievance and disciplinary procedures and that they are conducted in accordance with General Orders.
- Provide information about the work of staff where this is relevant to their future employment, deployment, increment, promotion.
- Manage school curriculum as authorized by the Education Act- 2004 and Regulations, with the available resources.
- Prepare and implement school plans.
- Deputise in the absence of the Principal.
- Assist the Principal with the planning and implementation of all policies, procedures and programmes.
- Assist the Principal with the academics and pastoral affairs of the school.
- Work along with teachers to ensure highest student performance.
- Supervise the work and conduct of the staff and faculty.
- Any other duties assigned by Head of Department.

Appointment:

- One-year probationary period
- Appointment subject to medical fitness

Benefits if recruited from outside the Territory:

- Relocation assistance, housing, telephone and travel allowances and gratuity at 5% (on successful completion of contract)

Location:

- Virgin Gorda, Virgin Islands

Applications:

Applications giving full details of age, qualifications, experience, marital status, and availability, accompanied by two references should be sent to:

**The Secretary
Teaching Service Commission
Ministry of Education and Culture
P.O. Box 72
Road Town, TORTOLA VG1110
VIRGIN ISLANDS**

Closing date for receipt of applications is 27th July, 2018