



## **Samuel Jackman Prescod Institute of Technology**

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

### **A. ACADEMIC STAFF (Permanent)**

#### **(i) Instructor**

- Agriculture – 3 posts (emphasis in Crop Production and Livestock Production)
- Business English/Communication
- Business Studies (emphasis in Accounting, Economics, Records Management and Computerized Accounts)
- Business Studies (emphasis in Marketing and Computer Applications)
- Carpentry and Joinery
- Electronics (emphasis in Digital Electronics and Sound Technology)
- Garment Technology
- Home Economics
- Mechanical Maintenance Engineering
- Small Engine Repair
- Technical Drawing (emphasis in AutoCAD)
- Vehicle Body Repair

### **B. ACADEMIC STAFF (Temporary)**

- Business Studies (emphasis in Office Administration and Computer Applications)

## A. ACADEMIC STAFF

### 1. INSTRUCTOR

#### Qualifications

Applicants should possess:

#### (i) Instructor I

- (a) A teachers' training certificate; and
- (b) Level 4 NVQ or CVQ assessor certificate; and
- (c) 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.

**In each case, not less than seven years' relevant experience is required.**

**OR**

#### (ii) Instructor II

- (a) A teachers' training certificate, Level 4 NVQ or CVQ assessor certificate; **and not less than five years' relevant experience**, 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) The Private Secretary's Certificate;
  - (iv) An associate degree;
  - (v) Two CAPE certificates;
  - (vi) 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; and
- (ii) not less than three years' relevant experience.

**OR**

**(iii) 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; or
- (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.

**DUTIES**

To effectively deliver the diverse curricula of the Samuel Jackman Prescod Institute of Technology (SJPI) 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 effectively using the most appropriate methods and available technology. The instructor must also be an advisor to each student and a representative of the Institution.

## **JOB SUMMARY**

1. Teach classes assigned by the Head of Division following the approved curriculum.
2. Assist with the organization and delivery of part-time and on-line courses within the Institution.
3. Provide individual consultation to students.
4. Keep abreast of current industrial practices, technological trends, instructional methodologies, and their use to effectively promote student learning.
5. Design clear learning outcomes, learning experiences, instructional methodology and assessments for all lessons and guide student learning toward the achievement of institutional curriculum goals.
6. Plan for the use of any laboratory, workshops or for learning experiences such as clinical work or field trips.
7. Render quality tutorial to the students and support services to the Institution, consistent with the standards set by the SJPI, and acceptable to authorized staff of the Institution.
8. Requisition material and equipment for use in teaching through the Head of Division.
9. Collaborate with subject specialists and Head of Division in developing and revising syllabi and other instructional materials including courseware.
10. Advise on the selection of appropriate materials for use in the library.
11. Assist with the organization and administering of all types of assessments.
12. Assess and provide feedback on student achievement as required by providing reports and records according to schedule.
13. Report on student progress on all projects, portfolios, assignments, examinations, clinicals and industrial attachments in a timely manner.
14. Advise on the monitoring of students while they are on industrial attachment.
15. Assist with the recruitment of students and tracer studies within the area of responsibility.
16. Collaborate with the Head of Division and other colleagues in the preparation of the annual estimates of expenditure, recurrent and non-recurrent.
17. Avoid exposing the institution to any area of copyright infringement by identifying and verifying authentic sources of the readings or reference material.
18. Use Occupational Standards and collaborate with colleagues to determine the criteria for assessment.

19. Follow the approved guidelines and collaborate with colleagues to set assignments and develop tests and examinations.
20. Report all student injuries to the Head of Division and to the Office and take all other necessary approved action.
21. Attend meetings called by the Management, Head of Division, or authorized instructors, of the Institution.
22. Report student attendance to the Head of Division at the times specified.
23. Request routine service and repairs through the Head of Division.
24. Share responsibility for the safe custody of inventory equipment and tools in the workshop.
25. Be responsible for conducting inventory as delegated.
26. Cooperate in the care, maintenance, and accountability of equipment and buildings.

**SALARY SCALE:**

- Instructor: Z23 (QB16) - Z2 ((\$3,302.60 (QB \$3,946.77) - \$5,965.60)) per month.

Qualified persons should submit their applications, complete with Curriculum Vitae and the names of two referees. Additionally, all Public Officers must submit a recently completed PRDS Report, all other applicants must submit two testimonials no later than **February 16, 2024**.

The Chairman  
Board of Management  
Samuel Jackman Prescod Institute of Technology  
Wildey,  
St. Michael, BB11103  
Barbados  
**OR**  
**email: [Info@sjpi.edu.bb](mailto:Info@sjpi.edu.bb)**

**Only suitable applicants, shortlisted will be acknowledged.**

Please visit our website at [www.sjpi.edu.bb](http://www.sjpi.edu.bb) or call (246) 535-2200 for a full list of the complete duties and or for more details.