

# TEACHING SERVICE COMMISSION VACANCY NOTICE, 2020

Please note that the Vacant Posts listed herein are being advertised at the request of the Ministry of Education.

The Closing Date for a COPY of each Application to reach the Teaching Service Commission/School Boards Secretariat from each Applicant is 15:30h on Friday, March 20, 2020

The Closing Date for the ORIGINAL of each Application to reach the Head of the Department of Education (HODOE) through the Headteacher of the School is 15:30h on Friday, March 27, 2020

The Closing Date for the ORIGINAL of each Application to reach Central Ministry from the Head of the Department of Education (HODOE) is 15:30h on Friday, April 09, 2020

The Closing Date for the ORIGINAL of each Application to reach the Teaching Service Commission from Central Ministry and School Boards Secretariat, is 15:30h on Friday, April 24, 2020

The date from which each promotion will be effective will be published in each Teaching Service Commission Notice announcing promotions made pursuant to this Vacancy Notice, 2020

## DIRECTIONS TO BE OBSERVED BY APPLICANTS

- All trained teachers and all Graduate teachers (trained or untrained) in the public schools (**both Board and Non-Board**) are eligible to apply, subject to the detailed criteria set out hereunder.
- All applicants for the **Headship** of Grade A and Grade B Nursery, Primary, Secondary Schools and Practical Instruction Centres are required to:
  - apply on form **TSC 2020** (in the case of applicants serving in Non-Board Schools) or on form **SBS 2020** (in the case of applicants serving in Board Schools). These are the only valid Application Forms for such vacancies.
  - Be prepared, if shortlisted, to attend an interview at the Teaching Service Commission and the School Boards Secretariat.
- All applications for the other advertised vacant posts (i.e., those **except the headship** of Nursery, Primary, Secondary Schools and Practical Instruction Centres) must be submitted on Form **TSC 2020/1** (in the case of applicants serving in Non-Board Schools) and on Form **SBS 2020/1** (in the case of applicants serving in Board Schools). These are the only valid Application Forms for such advertised vacancies.
- Applications made by senior teachers for appointment to parallel posts in schools of the same level and grade as those in which they are working are really applications for **transfer** and are **not** processed by the Teaching Service Commission and the School Boards Secretariat at the **same** time that it is dealing with promotions.
- Teachers who wish to apply for more than one (1) advertised vacant post **must** make separate applications and **must** insert on each application a list, in order of preference, of all the posts applied for.
  - Teachers should take great care to set out an identical order of preference on all the application forms.
  - All application forms for Senior Promotions must be accompanied by certified copies of all certificates listed.

- Teachers should **only** apply for those advertised vacant posts which they intend to take up, if offered, and in which they intend to remain for at least two (2) years.
- Teachers who fail to take up the offer of an appointment within one (1) month of the date of the letter offering them the appointment **may be debarred** from promotion for up to two (2) years. Teachers are free, however, to withdraw any application made for a post, provided that the notification of withdrawal reaches the Secretary, Teaching Service Commission, 22 Brickdam and Sendall Place, Stabroek, Georgetown, or the School Boards Secretariat, 21 Brickdam, Georgetown **no later than** the Closing Date for the ORIGINAL of each Application to reach the Teaching Service Commission and School Boards Secretariat from Central Ministry, which is 15:30h on **Friday, April 24, 2020.**
- Copies of application forms are available from the offices of all HODOE, the Teaching Service Commission the School Boards Secretariat (SBS), Ministry of Education, 21 Brickdam and Guyana Teachers' Union, Longden Park, Woolford Avenue, Georgetown.
- Copies of Application Forms are also available from TSC's website: [www.teachingservicecommission.gov.gy](http://www.teachingservicecommission.gov.gy) and MOE's website: [www.education.gov.gy](http://www.education.gov.gy).
- Every teacher who applies for and is offered a senior post is **expected to live within easy reach of the school.**
- NO APPLICATION FORMS OTHER THAN **Forms TSC 2020 and 2020/1** (in the case of applicants serving in Non-Board schools) and **Form SBS 2020 and SBS 2020/1** (in the case of applicants serving in Board schools) CONTAIN THE CORRECT INFORMATION REQUIRED FOR ALL CATEGORIES OF SENIOR PROMOTIONS 2020.
- All copies of applications clearly marked **COPY**, must be signed by the Headteacher and delivered to the Secretary, Teaching Service Commission or the School Boards Secretariat, no later than 1530hrs on **Friday, March 20, 2020.** All **ORIGINAL** applications from teachers working in schools (both board and non-board) **must** be sent to the Secretary, TSC **through** the normal channels to reach no later than 15:30h on **Friday, April 24, 2020.**
- Teachers shall obtain a receipt from the Department of Education or the School Board Secretariat for all original applications submitted.
- EVERY APPLICATION FORM MUST BE FULLY, NEATLY AND ACCURATELY COMPLETED. "NIL" MUST BE ENTERED WHEREVER APPLICABLE. INCOMPLETE APPLICATION FORMS SHALL BE REJECTED.

## CRITERIA FOR MAKING APPOINTMENTS TO SENIOR POSTS IN SCHOOLS, 2020

Only Teachers who have attained trained status (except for posts of Heads of Department for which Untrained Graduates may apply) are eligible to apply for promotion to any senior post in Nursery, Primary, Secondary Schools and Practical Instruction Centres.

Except where specifically provided for hereinafter, trained teachers and Untrained Graduates (in the case of posts of Heads of Department) who wish to apply for promotion to a post in a level in which they are not working (that is Nursery, Primary and Secondary) must go on transfer/secondment and teach for at least two (2) continuous years in that level before being considered eligible for promotion to a post in that level.

In calculating the years of service, the applicant should include the period up to August 31, 2020.

Wherever the Eligibility Criteria require that a certain minimum number of years must be spent in a post, such number of years of service must have been given within the five (5) years immediately preceding the closing date of application.

A teacher who is attending classes at UG will not be considered eligible for promotion while attending UG, EXCEPT:

- Those Teachers pursuing Post Graduate Programmes (Diploma/Masters in Education which are approved by the Ministry of Education).
- Final year students pursuing Degree Programmes at UG.

## NURSERY SCHOOLS

- Heads of Grade A Nursery Schools
  - Graduate Heads of Grade B Nursery Schools with at least two (2) years of experience as such.
  - Graduate Heads of Grade C Nursery Schools with at least two (2) years of experience as such.
  - Graduate Heads of Grade D Nursery Schools with at least three (3) years of experience as such.

2. **Heads of Grade B Nursery Schools**
  - (a) Graduate Heads of Grade C Nursery Schools with at least two (2) years of experience as such.
  - (b) Graduate Heads of Grade D Nursery Schools with at least two (2) years of experience as such.

3. **Heads of Grade C Nursery Schools**
  - (a) Heads of Grade D Nursery Schools with at least two (2) years of experience as such.
  - (b) Senior Masters/Mistresses of Nursery Schools with at least three (3) years of experience as such.
  - (c) Senior Assistant Masters/Mistresses of Nursery Schools with at least two (2) years of experience as such.

4. **Heads of Grade D Nursery Schools**
  - (a) Senior Assistant Masters/Mistresses of Nursery Schools.
  - (b) Senior Masters/Mistresses of Nursery Classes of Primary Schools with Early Childhood Training and two (2) continuous years of service at the Nursery Level.

5. **Senior Masters/Mistresses of Nursery Schools**  
Trained (Early Childhood) Teachers with at least four (4) years of post-training experience, of which at least two (2) years must have been in a Nursery School or in the Nursery Class of a Primary School.

### **PRIMARY SCHOOLS**

1. **Heads of Grade A Primary Schools**
  - (a) Graduate Heads of Grade B Primary Schools with at least two (2) years of experience as such.
  - (b) Graduate Heads of Grade C Primary Schools with at least three (3) years of experience as such.
  - (c) Graduate Deputy Heads of Grade A Primary Schools with at least two (2) years of experience as such.
  - (d) Graduate Deputy Heads of Grade B Primary Schools with at least three (3) years of experience as such.

2. **Heads of Grade B Primary Schools**
  - (a) Graduate Heads of Grade C Primary Schools with at least two (2) years of experience as such.
  - (b) Graduate Heads of Grade D Primary Schools with at least three (3) years of experience as such.
  - (c) Graduate Deputy Heads of Grade A and Grade B Primary Schools with at least two (2) years of experience as such.

3. **Heads of Grade C Primary Schools**
  - (a) Heads of Grade D Primary Schools with at least two (2) years of experience as such.
  - (b) Deputy Heads of Grade A and Grade B Primary Schools with at least two (2) years of experience as such.
  - (c) Heads of Grade E with three (3) years' experience as such.
  - (d) Senior Masters/Mistresses of Primary Schools with at least three (3) years of experience as such.

4. **Heads of Grade D Primary Schools**
  - (a) Heads of Grade E Primary Schools with at least two (2) years of experience as such.
  - (b) Senior Masters/Mistresses of Primary Schools with at least two (2) years of experience as such.

5. **Heads of Grade E Primary Schools**
  - (a) Senior Masters/Mistresses of Primary Schools.
  - (b) Trained Teachers with at least six (6) years of Post-Training experience of which at least two (2) years must have been in a Primary School.

6. **Deputy Heads of Grade A Primary Schools**
  - (a) Graduate Heads of Grade C Primary Schools.
  - (b) Graduate Heads of Grade D Primary Schools with at least two (2) years of experience as such.
  - (c) Graduate Deputy Heads of Grade B Primary Schools
  - (d) Graduate Heads of Grade E Primary Schools, Graduate Senior Masters/Mistresses of Primary Schools, and Trained Graduate Heads of Departments in Primary Schools with at least four (4) years of experience as such.

7. **Deputy Heads of Grade B Primary Schools**
  - (a) Graduate Heads of Grade C Primary Schools.
  - (b) Graduate Heads of Grade D Primary Schools with at least two (2) years of experience as such.
  - (c) Graduate Heads of Grade E Primary Schools, Graduate Senior Masters/Mistresses of Primary Schools, and Trained Graduate Heads of Departments in Primary Schools with at least three (3) years of experience as such.

8. **Senior Masters/Mistresses of Primary Schools**
  - (a) Senior Assistant Master/Mistresses of Primary Schools.
  - (b) Trained Teachers with at least four (4) years of post-training experience of which at least two (2) years must have been in a Primary School.

### **SECONDARY SCHOOLS**

1. **Heads of Grade A Secondary Schools**
  - (a) Graduate Deputy Heads of Grades A and B Secondary Schools with at least two (2) years of experience as such.
  - (b) Graduate Heads of Grade B Secondary Schools with at least two (2) years of experience as such.
  - (c) Graduate Heads of Grade C Secondary Schools with at least three (3) years of experience as such.
  - (d) Graduate Deputy Heads of Sixth Form Secondary Schools with at least two (2) years of experience as such

2. **Heads of Grade B Secondary Schools**
  - (a) Graduate Heads of Grade C Secondary Schools with at least two (2) years of experience as such.
  - (b) Graduate Deputy Heads of Grades A and B Secondary Schools/Practical Instruction Centres with at least two (2) years of experience as such.

3. **Heads of Grade C Secondary Schools**
  - (a) Graduate Heads of Grade D Secondary Schools with at least two (2) years of experience as such.
  - (b) Graduate Deputy Heads of Grade A and Grade B Secondary Schools and Practical Instruction Centres with at least two (2) years of experience as such.
  - (c) Graduate Senior Masters/Mistresses & Trained Graduate Heads of Departments of Secondary Schools and Practical Instruction Centres with at least four (4) years of experience as such.

4. **Heads of Grade D Secondary Schools**  
Senior Masters/Mistresses and Trained Heads of Departments in Secondary Schools/Practical Instruction Centres all with at least three (3) years of experience or combinations of such experience in such schools.

5. **Deputy Heads of Grade A Secondary Schools**
  - (a) Graduate Heads of Grade C Secondary Schools.
  - (b) Graduate Heads of Grade D Secondary Schools with at least two (2) years of experience as such.
  - (c) Graduate Deputy Heads of Grade B Secondary Schools with at least two (2) years of experience as such.
  - (d) Graduate Senior Masters/Mistresses and Trained Graduate Heads of Departments in Secondary Schools all with at least three (3) years of experience as such

6. **Deputy Heads of Grade B Secondary Schools**
  - (a) Graduate Heads of Grade C Secondary Schools.
  - (b) Graduate Heads of Grade D Secondary Schools with at least two (2) years experience as such.
  - (c) Graduate Senior Masters/Mistresses and Trained Graduate Heads of Departments in Secondary Schools/Practical Instruction Centres all with at least three (3) years of experience or any combination of such experience in such schools.

7. **Senior Masters/Mistresses of Secondary Schools**  
Trained Teachers with at least four (4) years of post-training experience of which at least two (2) years must have been in Secondary Schools/Practical Instruction Centres or Secondary Departments of Primary Schools.

8. **Heads of Subject Departments in Secondary School**
  - (a) Trained Graduates in the subject/occupational area with at least three (3) years of experience after attaining trained status, of which at least for two (2) years the applicant must have been involved in teaching the subject in a Secondary School or a Practical Instruction Centre or any combination of such experience in such schools.

- (b) Untrained Graduates in the subject/occupational area with at least four (4) years of experience after attaining Graduate status, of which at least for three (3) years the applicant must have been involved in teaching the subject in a Secondary School or a Practical Instruction Centre or any combination of such experience in such schools.

- (c) Trained Graduates and Untrained Graduates who do not have a degree in the subject/occupational area but have been teaching the subject for eight (8) consecutive/ cumulative years without a break in service.

### **TECHNICAL VOCATIONAL EDUCATIONAL & TRAINING (T.V.E.T.)**

1. **Heads of Grade A Practical Instruction Centres**
  - (a) Graduate Heads of Grade B Practical Instruction Centres with at least two (2) years of experience as such in the subject area, as advertised.

- (b) Graduate Heads of Grade C Practical Instruction Centres with at least three (3) years of experience as such in the subject area, as advertised.
- (c) Graduate Deputy Heads of Grade A Practical Instruction Centres with at least three (3) years of experience as such in the subject area, as advertised.

2. **Heads of Grade B Practical Instruction Centres**

- (a) Graduate Heads of Grade C Practical Instruction Centres with at least two (2) years of experience as such in the subject area, as advertised.
- (b) Graduate Deputy Heads of Grade A Practical Instruction Centres with at least two (2) years of experience as such in the subject area, as advertised.

3. **Heads of Grade C Practical Instruction Centres**

- (a) Graduate Deputy Heads of Grade A Practical Instruction Centres in the subject area, as advertised.
- (b) Trained Graduate Heads of TVET Departments in Primary and Secondary Schools, and Practical Instruction Centres and Senior Masters/Mistresses of Practical Instruction Centres all with at least three (3) years of experience or combinations of such experience in such schools, in the subject area as advertised.
- (c) Trained Graduate Heads of Department and Senior Masters/Mistresses of Practical Instruction Centres with at least three (3) years of experience as such in the subject area, as advertised.

4. **Deputy Heads of Grade A Practical Instruction Centres**

Graduate Senior Masters/Mistresses and Trained Graduates Heads of TVET Departments in Secondary Schools Practical Instruction Centres all with at least three (3) years of experience or any combination of such experience in such schools, in the subject area, as advertised.

5. **Senior Masters/Mistresses of Practical Instruction Centres**

- (a) Trained Graduates in the subject area as stated on the vacancy list with at least three (3) years of experience after attaining trained status which experience must have been in the specific subject area in Primary, Secondary Schools or a Practical Instruction Centre or any combination of such experience in such schools.
- (b) Trained Teachers in the subject area as stated on the vacancy list with at least four (4) years of experience after attaining trained status which experience must have been in the specific subject area in Primary, Secondary Schools or a Practical Instruction Centre or any combination of such experience in such schools.

6. **Heads of Subject Departments in the T.V.E.T. Stream**

- (a) Trained Graduates in the subject area as stated on the vacancy list with at least three (3) years of experience after attaining trained status, of which at least for two (2) years the applicant must have been involved in teaching the subject in a Secondary School or a Practical Instruction Centre or any combination of such experience in such schools.
- (b) Untrained Graduates in the subject area as stated on the vacancy list with at least four (4) years of experience as such, after attaining Graduate status, of which at least for two (2) years the applicant must have been involved in teaching the subject in Primary, Secondary Schools or a Practical Instruction Centre or any combination of such experience in such schools.
- (c) Trained Graduates and Untrained Graduates who do not have a degree in the subject area as stated on the vacancy list but have been teaching the subject for eight (8) consecutive/cumulative years without a break in service.