



VACANCY NOTICE

The Ministry of Education, Culture, Science and Technology (MoECST) invites applications from suitably qualified persons to fill the posts of

- Principal (permanent)
- English Teacher (permanent)

at the **Agriculture and Natural Resource Institute (ANRI)** in the Stann Creek District.

Position: Principal

Minimum qualifications:

- Master's Degree in Educational Leadership.
- Experience in administrative positions will be an asset.
- Full and valid Teacher's Licence to teach in Belize.

Duties and Responsibilities:

- Overseeing admission, placement, promotion and graduation of students.
- Under direction of the Board, guide the formation of school policies, rules and programs.
- Enforcing school rules and maintaining a safe and proper school environment and culture conducive to teaching and learning.
- Provide educational leadership to the school and support teaching staff in areas pertinent to the school's mission and vision.
- Serve as a liaison between the school and parents and between school and community.
- Oversee the daily operations of the school and liaise with the Board of Management as required.
- Under direction of the Board, participate in recruitment, selection and disciplining of staff.
- Assigning, directing and assessing staff.
- Participate in all school activities and perform duties relating to membership on School Board or school committees as appropriate.
- Participate in secondary school meetings and keep the Board of Management updated on the revised, updated and/or amendments to the Education Rules.
- Motivate and encourage team spirit and capacity building within the faculty and staff.

- Further the Mission, Vision and Values of ANRI.

Prospective applicants must submit the following documents, including:

Letter of application

Curriculum Vitae

Two (2) Reference Letters

Certified Copy of valid, level appropriate Teacher's Licence

Certified copies of Degrees

Original Transcripts

Certified Copy of Social Security Card

Medical Certificate

Recent Police Record (original)

Marriage/Divorce Certificate (where applicable)

Release Letter (where applicable)

ALL documents in foreign languages must be accompanied by an official English translation.

Salary will be in accordance with Government Pay Scale.

Position: English Teacher

Minimum Qualifications:

- Bachelor's Degree in English is preferred however similar qualifications in other subject areas **may be** considered.
- Teaching experience at the secondary level is favoured.
- Valid secondary school teacher's licence

Duties and Responsibilities:

- Demonstrate strong pedagogical skills in English lesson planning, instructional delivery, and assessment. Support students in all aspects of the subject area.
- Uphold professional demeanour, work collaboratively with administration and staff, and communicate effectively with students, staff and parents.
- Demonstrate good organisational skills and be able to assist in school level planning, coordinating, implementing and evaluating of school initiatives.
- Develop a course outline of lessons to be covered in order to guide and assist students towards the attainment of subject goals and competences.
- Be an excellent critical thinker with initiative in problem-solving and conflict resolution.
- Be able to work efficiently towards successfully accomplishing school related tasks.

- Be a team player with experience in group dynamics and strong professional work ethics.
- Carry out all duties and responsibilities in accordance with the duties of teachers in relation to those stipulated in the Handbook of Policies and Procedures and the Education Act, Education (Amendment) Rules.

Prospective applicants must submit the following documents, including:

- Letter of Application
- Curriculum Vitae
- Certified copies of qualifications
- Original Transcripts
- Certified copy of valid, level appropriate Teacher's Licence
- Certified copy of valid Social Security Card
- Two letters of reference, preferably from recent employers
- Recent Police Record (original)
- Marriage/Divorce Certificate (where applicable)
- Release Letter (where applicable)

ALL documents in foreign languages must be accompanied by an official English translation.

Salary will be in accordance with Government Pay Scale.

Complete application packages can be submitted to the Stann Creek District Education Centre, no later than Wednesday, **June 21, 2023**. Packages must be addressed to:

Chairperson
Board of Governors
Agriculture and Natural Resource Institute (ANRI)