



MINISTRY OF EDUCATION

Government of the Republic of Trinidad and Tobago

18 Alexandra Street, St. Clair

Port-of-Spain, Trinidad and Tobago

Phone: 1-868-628-4488 Fax: 1-868-628-3382 E-mail: www.moe.gov.tt

SUBSTITUTE TEACHERS OPERATING GUIDELINES

1. Reporting

- i. The Substitute Teacher shall report to the Principal of the school upon arrival.
- ii. The Principal of the school will provide the Substitute Teacher with a copy of the school's manual and the syllabus (in the relevant subject area). These documents are to be returned to the school upon the end of their engagement.
- iii. The Principal of the school will provide the Substitute Teacher with a Copy of the 'Substitute Teacher's Code of Conduct'. The Substitute Teacher shall acknowledge receipt by signing the last page of the 'Code of Conduct in the presence of the Principal or designated Witness.
- iv. The Principal shall introduce the Substitute Teacher to the Dean/Head of Department/Senior Teacher as well as the staff. The Dean/Head of Department/Senior Teacher shall brief the Substitute Teacher on the lesson plan for the period of his/her engagement.

2. Assessment

- i. The Principal or the person designated by the Principal shall complete an on-line Assessment Form at the end of the substitute Teacher's engagement.

3. Payment

- i. The Substitute Teacher will not be engaged for a period of more than ten (10) days.
- ii. The Substitute teacher shall be paid a daily rate, in accordance with the assessment, which would be subjected to statutory deductions.
- iii. At the end of an engagement Principals are required to complete an on line Payment Authorization Form.
- iv. The authorization of payments to Substitute Teachers shall be initiated by way of the accurate completion of the Payment Authorization Form. This form shall be downloaded signed and stamped by both the Substitute Teacher and the Principal of the school, then submitted to the respective Human Resource Division (Primary or Secondary) for processing. This Payment Authorization Form should be completed within forty-eight (48) hours of the completion of the Substitute Teacher's engagement.
- v. Should the Principal wish to extend the engagement, this can be done via the online Substitute Teacher Management System, taking into consideration the availability of the Substitute Teacher.

4. Feedback

- i. The Substitute Teacher shall inform/notify the Ministry of Education if he/she will be unavailable for an engagement via email to the following address:
<http://sts.moe.edu.tt>.
- ii. All correspondence with the Ministry of Education on the Substitute Teacher Management System and related issues shall be conveyed via email to the following address: <http://sts.moe.edu.tt>.

N.B.: Applicants will be placed in districts in close proximity to their homes where possible. Applicants may be called out at short notice that is on the same day.

It should also be noted that an application for the position for Substitute Teacher will in no way be considered as an application for employment in the Teaching Service.

SUBSTITUTE TEACHER MANAGEMENT SYSTEM

CODE OF CONDUCT FOR SUBSTITUTE TEACHERS

1. General Conduct

The Substitute Teacher's conduct shall at all times be such as would not bring the Teaching Service into disrepute.

2. Duties of a Substitute Teacher

- i. The Substitute Teacher shall effectively and conscientiously perform the duties of a Substantive Teacher in such areas as their qualifications demand.
- ii. The Substitute Teacher shall strictly follow the teaching plans set down by the Substantive Teachers at the school and deliver the curriculum to the students in accordance with the set plans.
- iii. The Substitute Teacher shall not willfully refuse or deliberately omit to perform his/her duties.

3. Absences from duty for the arranged period:

- i. The Substitute Teacher shall not be absent from duty for the arranged period, without providing a reasonable excuse to the principal. The substitute Teacher will not be paid for any absences in above.
- ii. The Substitute Teacher shall not leave the country without informing the Permanent Secretary in writing prior to his/her departure.

4. Bribes

The Substitute Teacher shall not directly or indirectly solicit or accept any property, benefit or favour of any kind for themselves or any other person in consideration for the performance of their duties on the understanding that the performance of their duties will be influenced in any manner.

5. Confidentiality

The Teacher Substitute shall not use any information to which he/she may have access or which he/she may have knowledge by virtue of the engagement for any purpose other than in connection with the performance of his/her duties as a Substitute Teacher at the assigned school.

Should the Substitute Teacher be in breach of this confidentiality clause, his/her relevant information shall be stricken from the database, thereby prohibiting further engagement of the said Substitute Teacher by the Ministry of Education.

6. Criminal Charges

The Substitute Teacher shall immediately inform the Permanent Secretary if he/she is charged with a criminal offence carrying a penalty of imprisonment.

7. Misconduct

A Substitute Teacher who commits the following acts shall be deemed to have committed an act of misconduct:

- i. Failure to perform any of his/her duties in an effective or conscientious manner;
- ii. Is habitually late;
- iii. Purposefully disobeys or disregards any lawful order made or given by any person having the authority to give or make such an order;
- iv. Is unfit for duty through drunkenness or the use of illicit drugs;
- v. Committed an immoral, obscene or disorderly act of conduct at the school;
- vi. Exercises his/her authority over the students in an unreasonable manner or abuses the said authority;
- vii. Has a criminal charge proved against him/her.

8. Penalty for Misconduct

Should the Substitute Teacher be found to have committed an act of misconduct his/her name shall be stricken from the database, thereby prohibiting any further engagement of the said Substitute Teacher by the Ministry of Education.

SIGNATURE PAGE

I HEREBY ACKNOWLEDGE RECEIPT OF THE MINISTRY OF EDUCATION’S CODE OF CONDUCT AND OPERATING GUIDELINES FOR THE SUBSTITUTE TEACHER MANAGEMENT SYSTEM.

I HAVE READ THE CONTENTS OF THE SAID DOCUMENTS AND AGREE TO OBEY AND ABIDE WITH THE CONDITIONS MENTIONED IN THE DOCUMENTS.

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| NAME | SIGNATURE | DATE |
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Substitute Teacher Copy

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SIGNATURE PAGE

I HEREBY ACKNOWLEDGE RECEIPT OF THE MINISTRY OF EDUCATION’S CODE OF CONDUCT AND OPERATING GUIDELINES FOR THE STMS.

I HAVE READ THE CONTENTS OF THE SAID DOCUMENTS AND AGREE TO OBEY AND ABIDE WITH THE CONDITIONS MENTIONED IN THE DOCUMENTS.

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