



SPECTRUM ACADEMY OF EXCELLENCE

Position Description

Position Data

Position Title:	Teachers (Listed Below)
Reports to:	Principal
Type of Employment:	Full Time

Position Purpose

The Spectrum Academy of Excellence exists to provide high-quality, engaging, and effective learning through strategies of individualized learning and development, creative communication, and social skill building. Spectrum Academy aims to foster life skills and independence while supporting emotional and behavioral growth. Spectrum Academy requires and expects the team members to commit to creating and maintaining an inclusive learning environment that promotes meaningful progress and prepares every child for lifelong success.

Key Responsibilities – English Language

- Develop and deliver lesson plans aligned with curriculum guidelines.
- Plan and deliver English language lessons adapted to meet diverse learning needs, abilities, and communication styles of secondary-level students.
- Differentiate instruction using multi-sensory, visual, auditory, and kinesthetic approaches to support comprehension, language development, and engagement.
- Incorporate functional literacy skills into lessons to help students apply English in real-life contexts (e.g., reading signs, writing forms, basic workplace communication).
- Support language acquisition through structured reading, writing, speaking, and listening activities, integrating assistive technology where appropriate.
- Foster social and communication skills by designing collaborative tasks, discussions, and role-play activities.
- Assess and monitor progress using formal and informal tools, keeping clear records to guide individualized learning plans.

- Collaborate with multidisciplinary teams (therapists, support staff, and parents) to ensure a cohesive approach to learning.
- Create a safe, inclusive classroom environment that encourages confidence, participation, and respect for differences.
- Adapt and develop resources (worksheets, reading materials, visual aids) to suit the abilities and interests of students.
- Model and promote positive behaviour, self-advocacy, and independent learning strategies.
- Any other duties as assigned related to a teacher's responsibilities.



Key Responsibilities – Integrated Science

- Develop and deliver lesson plans aligned with Integrated Science curriculum guidelines.
- Plan and deliver engaging Integrated Science lessons that are adapted to the diverse learning needs, abilities, and communication styles of secondary-level students with special educational needs.
- Differentiate instruction using hands-on experiments, visual support, multimedia resources, and kinesthetic activities to promote understanding of scientific concepts.
- Integrate functional science skills (e.g., health and safety, environmental awareness, basic scientific reasoning) to support real-life application.
- Simplify complex topics into manageable, meaningful steps, using concrete examples and real-world connections to enhance comprehension.
- Encourage curiosity and inquiry through safe, structured practical activities and guided exploration.
- Assess and monitor student progress through observations, project work, and accessible assessment tools, maintaining clear records to inform individualized education plans.
- Collaborate with multidisciplinary teams (therapists, learning support staff, and parents) to create consistent and holistic learning experiences.
- Adapt and develop resources such as simplified texts, visual aids, and experiment kits suited to student abilities and interests.
- Foster scientific thinking by encouraging questioning, problem-solving, and basic data interpretation skills.
- Promote a safe, inclusive learning environment that builds confidence, participation, and respect for others and the environment.
- Any other duties as assigned related to a teacher's responsibilities.



Key Responsibilities - Mathematics

- Develop and deliver lesson plans aligned with the mathematics curriculum guidelines from the Ministry of Education of Trinidad & Tobago.
- Plan and deliver mathematics lessons tailored to the diverse learning needs, abilities, and communication styles of secondary-level students with special educational needs.

- Differentiate instruction using visual, tactile, auditory, and kinesthetic teaching methods to enhance understanding of mathematical concepts.
- Integrate functional numeracy skills (e.g., money handling, time management, measurement, and data interpretation) to support real-life applications.
- Break down complex topics into manageable steps, using concrete materials, visual supports, and assistive technology where appropriate.
- Foster problem-solving and critical thinking skills through practical activities, games, and hands-on projects.
- Assess and monitor student progress using a combination of formal assessments and ongoing observation, maintaining accurate records to inform individualized education plans.
- Collaborate with multidisciplinary teams (therapists, learning support staff, and parents) to ensure a consistent, holistic approach to student learning.
- Adapt and create resources such as worksheets, manipulatives, and visual aids to meet varied learning styles and needs.
- Promote a positive learning environment that encourages confidence, persistence, and a willingness to explore new concepts.
- Model and support the development of independent learning strategies, self-regulation, and constructive communication in a mathematics context.
- Any other duties assigned related to the teacher's responsibilities.



Key Responsibilities - French

- Develop and deliver lesson plans aligned with curriculum guidelines.
- Plan and deliver engaging French language lessons tailored to the diverse learning needs, abilities, and communication styles of secondary-level students.
- Differentiate instruction using multi-sensory, visual, auditory, and kinesthetic teaching strategies to enhance comprehension, vocabulary acquisition, and participation.
- Incorporate functional language skills (e.g., greetings, basic conversation, signs, and practical expressions) to help students apply French in real-life contexts.
- Support language development through structured speaking, listening, reading, and writing activities, integrating assistive technology and adaptive materials where appropriate.
- Foster social and cultural awareness by introducing students to French cultures, traditions, and customs in age-appropriate and accessible ways.
- Assess and monitor student progress using formal and informal tools, maintaining clear records to inform individualized education plans.
- Collaborate with multidisciplinary teams (therapists, support staff, and parents) to ensure consistent and holistic support for students.
- Adapt and create resources (worksheets, flashcards, visual aids) to match students' interests, abilities, and learning goals.
- Promote confidence and self-expression in a supportive, inclusive classroom environment.
- Model and encourage respectful communication, cultural appreciation, and independent learning.
- Any other duties as assigned related to a teacher's responsibilities.

Key Responsibilities - Spanish

- Develop and deliver lesson plans aligned with curriculum guidelines.
- Plan and deliver engaging Spanish language lessons tailored to the diverse learning needs, abilities, and communication styles of secondary-level students.
- Differentiate instruction using multi-sensory, visual, auditory, and kinesthetic teaching strategies to enhance comprehension, vocabulary acquisition, and participation.
- Incorporate functional language skills (e.g., greetings, basic conversation, signs, and practical expressions) to help students apply Spanish in real-life contexts.
- Support language development through structured speaking, listening, reading, and writing activities, integrating assistive technology and adaptive materials where appropriate.
- Foster social and cultural awareness by introducing students to Spanish cultures, traditions, and customs in age-appropriate and accessible ways.
- Assess and monitor student progress using formal and informal tools, maintaining clear records to inform individualized education plans.
- Collaborate with multidisciplinary teams (therapists, support staff, and parents) to ensure consistent and holistic support for students.
- Adapt and create resources (worksheets, flashcards, visual aids) to match students' interests, abilities, and learning goals.
- Promote confidence and self-expression in a supportive, inclusive classroom environment.
- Model and encourage respectful communication, cultural appreciation, and independent learning.
- Any other duties as assigned related to a teacher's responsibilities.



Key Responsibilities - Mandarin

- Develop and deliver lesson plans aligned with curriculum guidelines and Caribbean examination requirements (e.g., CSEC or school-based assessments).
- Develop and deliver engaging, accessible Mandarin lessons aligned with the curriculum and students' Individualized Education Plans (IEPs).
- Adapt teaching methods, materials, and assessments to meet diverse cognitive abilities, learning styles, and cultural backgrounds.
- Assess, track, and report on student academic progress, providing constructive feedback to students, parents, and guardians.
- Create a safe, inclusive, and supportive classroom environment that encourages participation, curiosity, and effective language acquisition.
- Incorporate interactive, hands-on, and multi-sensory learning activities to develop students' speaking, listening, reading, and writing skills in Mandarin.
- Introduce students to Chinese language, culture, traditions, and contemporary practices to foster global awareness and cultural appreciation.
- Collaborate with special education staff, therapists, and colleagues to coordinate individualized learning strategies.
- Promote practical communication skills, confidence, and independence through role-play, conversational exercises, and real-life application activities.
- Maintain accurate records, ensure compliance with school policies, and support IEP implementation.

- Engage in continuous professional development to stay current with best practices in Mandarin language teaching, Caribbean educational standards, and cross-cultural pedagogy.
- Any other duties as assigned related to a teacher's responsibilities.



Key Responsibilities – Home Economics

- Develop and deliver lesson plans aligned with the national curriculum and school guidelines for Home Economics.
- Plan and facilitate engaging, hands-on lessons in areas such as nutrition, food preparation, textile studies, family life education, consumer awareness, and resource management.
- Differentiate instruction using practical, visual, auditory, and kinesthetic teaching strategies to meet the diverse learning needs and abilities of secondary-level students.
- Integrate functional life skills (e.g., meal planning, budgeting, household management, and sustainable living practices) to prepare students for real-world applications.
- Support skill development through structured activities that promote critical thinking, creativity, problem-solving, and teamwork.
- Foster awareness of healthy lifestyles, safety, and environmental responsibility through age-appropriate projects and discussions.
- Assess and monitor student progress using both formal and informal assessment tools, maintaining accurate records to guide individualized education plans where necessary.
- Collaborate with colleagues, support staff, and parents to ensure consistent, holistic support for students' academic and personal growth.
- Adapt and create resources (recipes, project guides, visual aids, and practical demonstrations) to suit students' interests, abilities, and learning goals.
- Promote confidence, independence, and responsibility by encouraging students to apply their learning in practical, everyday contexts.
- Model and encourage respect, cooperation, cultural appreciation, and lifelong learning.
- Perform any other duties assigned in keeping with a teacher's responsibilities.
- Any other duties as assigned related to a teacher's responsibilities



Key Responsibilities – Food and Nutrition

- Develop and deliver lesson plans aligned with curriculum guidelines and examination requirements (e.g., CSEC).
- Develop and deliver engaging, accessible Food and Nutrition lessons tailored to students' learning needs and, where applicable, Individualized Education Plans (IEPs).
- Adapt teaching methods, materials, and assessments to accommodate diverse cognitive abilities, learning styles, and cultural backgrounds.
- Assess, track, and report on student academic progress, providing constructive feedback to students, parents, and guardians.
- Create a safe, inclusive, and supportive classroom and laboratory environment that encourages exploration, participation, and independent learning.

- Incorporate interactive, hands-on, and practical activities such as food preparation, menu planning, and experiments to enhance understanding of nutrition and healthy living.
- Collaborate with special education staff, therapists, and colleagues to coordinate individualized learning strategies and ensure holistic student development.
- Promote healthy lifestyle practices, food safety, consumer awareness, and sustainable living through lessons and projects.
- Maintain accurate records, ensure compliance with school policies, and support the implementation of IEPs where applicable.
- Prepare students for internal and external examinations by integrating both theoretical and practical components of the Food and Nutrition curriculum.
- Engage in continuous professional development to stay current with best practices in Food and Nutrition education and evolving dietary guidelines.
- Any other duties as assigned related to a teacher's responsibilities



Key Responsibilities – Principles of Business

- Develop and deliver lesson plans aligned with the Caribbean Secondary Education Certificate (CSEC) curriculum and school guidelines.
- Deliver engaging and accessible Principles of Business lessons that prepare students for both internal assessments (SBA) and external examinations.
- Adapt teaching methods, materials, and assessments to accommodate diverse cognitive abilities, learning styles, and cultural backgrounds.
- Assess, track, and report on student academic progress, providing constructive feedback to students, parents, and guardians.
- Create a safe, inclusive, and supportive classroom environment that encourages exploration, participation, and critical thinking.
- Incorporate interactive, real-world business activities such as Caribbean case studies, entrepreneurship projects, and simulations to enhance understanding of business concepts, commerce, and economic principles.
- Collaborate with colleagues, support staff, and parents to coordinate individualized learning strategies and ensure holistic student development.
- Promote financial literacy, entrepreneurial skills, civic responsibility, and ethical business practices relevant to the Caribbean business environment.
- Maintain accurate records, ensure compliance with school policies, and support Individualized Education Program (IEP) implementation where applicable.
- Engage in continuous professional development to stay current with best practices in business education, Caribbean economic trends, and CSEC requirements.
- Undertake any other duties assigned related to a teacher's responsibilities.

Key Responsibilities - Geography

- Develop and deliver lesson plans aligned with curriculum guidelines.
- Develop and deliver engaging, accessible Geography lessons aligned with the curriculum and students' Individualized Education Plans.
- Adapt teaching methods, materials, and assessments to accommodate diverse cognitive abilities and learning styles.
- Assess, track, and report on student academic progress, providing constructive feedback to students, parents, and guardians.
- Create a safe, inclusive, and supportive classroom environment that encourages exploration, participation, and critical thinking.
- Incorporate interactive, hands-on, and visual learning activities to enhance understanding of geographical concepts, maps, and spatial awareness.
- Collaborate with special education staff, therapists, and colleagues to coordinate individualized learning strategies.
- Promote environmental awareness, civic responsibility, and practical life skills through geography lessons and activities.
- Maintain accurate records, ensure compliance with school policies, and support Individualized Education Program (IEP) implementation.
- Engage in continuous professional development to stay current with best practices in geography education and special needs teaching.
- Any other duties as assigned related to a teacher's responsibilities.



Key Responsibilities - Biology

- Develop and deliver lesson plans aligned with curriculum guidelines.
- Plan, prepare, and deliver **Biology lessons** aligned with the national curriculum, adapted to suit diverse learning needs and abilities.
- Develop **individualized learning plans** and differentiated instruction strategies to support students' cognitive, sensory, emotional, and physical needs.
- Use **multi-sensory teaching methods** (visual aids, tactile resources, models, experiments) to enhance engagement and comprehension.
- Simplify complex biological concepts into accessible, relatable content while maintaining academic integrity.
- Design and administer assessments tailored to students' abilities (oral, practical, visual, or written formats).
- Track and record individual progress using both qualitative and quantitative methods.
- Provide constructive, timely feedback to students and parents/guardians.
- Adjust teaching methods and pace based on assessment outcomes.
- Create a **safe, inclusive, and positive learning environment** that promotes respect, cooperation, and curiosity.
- Ensure strict adherence to **health and safety standards** during laboratory activities and experiments.

- Organize and maintain classroom and lab equipment to accommodate students' mobility, sensory, and safety needs.
- Any other duties as assigned related to a teacher's responsibilities.



Key Responsibilities – Visual and Performing Arts

- Develop and deliver lesson plans aligned with curriculum guidelines and Caribbean examination requirements (e.g., CSEC, CAPE, or school-based assessments).
- Develop and deliver engaging, accessible Visual and Performing Arts lessons aligned with the curriculum and students' Individualized Education Plans (IEPs).
- Adapt teaching methods, materials, and assessments to meet diverse cognitive abilities, learning styles, and cultural backgrounds.
- Assess, track, and report on student academic and artistic progress, providing constructive feedback to students, parents, and guardians.
- Create a safe, inclusive, and supportive classroom, studio, and performance environment that encourages creativity, experimentation, and critical thinking.
- Incorporate interactive, hands-on, and experiential learning activities such as visual arts, music, drama, dance, and multimedia projects to develop students' artistic skills and appreciation.
- Collaborate with special education staff, therapists, and colleagues to coordinate individualized learning strategies.
- Promote cultural awareness, creativity, teamwork, and ethical expression through Caribbean artistic traditions and contemporary practices.
- Organize, supervise, and support school exhibitions, performances, and events showcasing student talents and achievements.
- Maintain accurate records, ensure compliance with school policies, and support IEP implementation.
- Engage in continuous professional development to stay current with best practices in Visual and Performing Arts education, Caribbean cultural trends, and creative teaching strategies.
- Any other duties as assigned related to a teacher's responsibilities.



Key Responsibilities – Principles of Accounts

- Develop and deliver lesson plans aligned with curriculum guidelines and CSEC/Caribbean examination requirements.
- Develop and deliver engaging, accessible Principles of Accounts lessons aligned with the curriculum and students' Individualized Education Plans (IEPs).
- Adapt teaching methods, materials, and assessments to meet diverse cognitive abilities and learning styles.
- Assess, track, and report on student academic progress, providing constructive feedback to students, parents, and guardians.

- Create a safe, inclusive, and supportive classroom environment that encourages curiosity, participation, and critical thinking.
- Incorporate interactive, hands-on, and visual learning activities such as journal entries, ledger preparation, financial statements, and Caribbean business case studies to enhance understanding of accounting concepts.
- Collaborate with special education staff, therapists, and colleagues to coordinate individualized learning strategies.
- Promote financial literacy, ethical accounting practices, civic responsibility, and practical application of accounting knowledge through classroom activities.
- Maintain accurate records, ensure compliance with school policies, and support IEP implementation.
- Engage in continuous professional development to stay current with best practices in accounting education, Caribbean business trends, and CSEC requirements.
- Any other duties as assigned related to a teacher's responsibilities.



Key Responsibilities – Economics

- Develop and deliver lesson plans aligned with curriculum guidelines and CSEC/Caribbean examination requirements.
- Develop and deliver engaging, accessible Principles of Accounts lessons aligned with the curriculum and students' Individualized Education Plans (IEPs).
- Adapt teaching methods, materials, and assessments to meet diverse cognitive abilities and learning styles.
- Develop and deliver lesson plans aligned with curriculum guidelines and Caribbean examination requirements (e.g., CSEC, CAPE, or school-based assessments).
- Develop and deliver engaging, accessible Economics lessons aligned with the curriculum and students' Individualized Education Plans (IEPs).
- Adapt teaching methods, materials, and assessments to meet diverse cognitive abilities, learning styles, and cultural backgrounds.
- Assess, track, and report on student academic progress, providing constructive feedback to students, parents, and guardians.
- Create a safe, inclusive, and supportive classroom environment that encourages critical thinking, discussion, and problem-solving.
- Incorporate interactive, hands-on, and real-world activities such as case studies, simulations, data analysis, and Caribbean economic examples to enhance understanding of microeconomics, macroeconomics, and socio-economic issues.
- Collaborate with special education staff, therapists, and colleagues to coordinate individualized learning strategies.
- Promote financial literacy, civic responsibility, and awareness of Caribbean economic systems, policies, and sustainable development issues.
- Maintain accurate records, ensure compliance with school policies, and support IEP implementation.
- Prepare students for internal and external examinations by integrating theoretical knowledge with practical analysis of economic data.
- Engage in continuous professional development to stay current with best practices in Economics education, Caribbean economic trends, and examination requirements.

- Any other duties as assigned related to a teacher's responsibilities.



Key Responsibilities - History

- Develop and deliver lesson plans aligned with curriculum guidelines.
- Develop and deliver engaging, accessible History lessons aligned with the curriculum and students' Individualized Education Plans.
- Adapt teaching methods, materials, and assessments to meet diverse cognitive abilities and learning styles.
- Assess, track, and report on student academic progress, providing constructive feedback to students, parents, and guardians.
- Create a safe, inclusive, and supportive classroom environment that encourages curiosity, participation, and critical thinking.
- Incorporate interactive, hands-on, and visual learning activities to enhance understanding of historical concepts and events.
- Collaborate with special education staff, therapists, and colleagues to coordinate individualized learning strategies.
- Promote the development of social, civic, and ethical awareness through history lessons and practical applications.
- Maintain accurate records, ensure compliance with school policies, and support IEP implementation.
- Engage in continuous professional development to stay current with best practices in history education and special needs teaching.
- Any other duties as assigned related to a teacher's responsibilities.



Key Responsibilities - Chemistry

- Develop and deliver lesson plans aligned with curriculum guidelines.
- Develop and deliver engaging, accessible chemistry lessons aligned with the curriculum and students' Individualized Education Plans.
- Adapt teaching methods, materials, and assessments to meet diverse cognitive abilities and learning styles.
- Assess, track, and report on student academic progress, providing constructive feedback to students, parents, and guardians.
- Create a safe, inclusive, and supportive classroom environment that encourages curiosity, participation, and critical thinking.
- Incorporate interactive, hands-on, and visual learning activities to enhance understanding of historical concepts and events.
- Collaborate with special education staff, therapists, and colleagues to coordinate individualized learning strategies.

- Promote the development of social, civic, and ethical awareness through chemistry lessons and practical applications.
- Maintain accurate records, ensure compliance with school policies, and support IEP implementation.
- Engage in continuous professional development to stay current with best practices in history education and special needs teaching.
- Ensure all practical lessons comply with health, safety, and safeguarding regulations, especially in the role of laboratory supervision.
- Any other duties as assigned related to a teacher's responsibilities.



Key Responsibilities – Social Studies

- Prepare, and deliver Social Studies lessons in line with the Caribbean Secondary Education Certificate (CSEC) or national curriculum, adapted to meet varying abilities and learning styles.
- Present topics such as Caribbean history, culture, geography, civics, and current affairs in engaging, accessible formats.
- Use real-life examples, storytelling, and multimedia resources to connect lessons to students' everyday experiences.
- Inclusive & Differentiated Instruction Adapt content and teaching strategies to accommodate a range of cognitive, sensory, and emotional needs.
- Use visual aids, tactile materials, role-play, and community-based projects to enhance learning.
- Incorporate life skills and functional literacy/numeracy into Social Studies lessons where appropriate.
- Classroom & Behaviour Management Establish a safe, respectful, and structured learning environment.
- Apply positive behaviour support strategies consistent with students' Individual Education Plans (IEPs) and Behaviour Support Plans.
- Encourage group work and peer learning to develop social skills and teamwork.
- Use assessment & record-keeping methods for varied assessment methods (oral presentations, projects, portfolio work, field observations) suited to students' abilities.
- Track academic and personal progress through accurate record-keeping.
- Provide constructive feedback and celebrate achievements to build student confidence.
- Cultivate community & Trinbagonian cultural integration which includes organising local field trips to historical sites, cultural events, and public institutions to deepen understanding of Caribbean culture.
- Encourage students to participate in school and community projects that foster cultural appreciation and social responsibility.
- Incorporate T & T festivals, traditions, and current events into lesson plans.
- Work closely with teaching assistants, counsellors, and therapists to support students' holistic development.
- Maintain open communication with parents/guardians regarding student progress and strategies for home support as authorized by the principal.
- Keep up to date with current events in the Caribbean and global affairs relevant to the curriculum to educate the students.
- Engage in ongoing training and teaching methodologies and inclusive education practices to better prepare students.
- Any other duties as assigned related to a teacher's responsibilities.

Key Responsibilities – Information and Communication Technology

- Plan, prepare, and deliver ICT lessons in line with the national or Caribbean Secondary Education Certificate (CSEC) curriculum, adapted to meet students' varying abilities and learning styles.
- Cover core topics such as basic computer operation, word processing, spreadsheets, presentations, internet use, and safe online practices.
- Incorporate Caribbean relevant examples and real-world applications of ICT in lessons.
- Inclusive & Differentiated Teaching Adapt teaching strategies, materials, and assessment methods to accommodate diverse cognitive, physical, and sensory needs.
- Use visual aids, step-by-step demonstrations, assistive technology, and hands-on practice to enhance understanding.
- Scaffold learning to build digital literacy from basic skills to more advanced concepts at an appropriate pace.
- Teach safe, responsible, and ethical use of technology, including online privacy, cyberbullying prevention, and digital citizenship.
- Encourage students to critically evaluate online information and avoid unsafe online behaviours.
- Practical Skills Development Provide opportunities for students to practice ICT skills in real-life contexts (e.g., creating a CV, designing posters, conducting online research).
- Introduce basic coding, multimedia projects, or creative design tools where suitable.
- Support students in using ICT to enhance other subject areas and life skills.
- Assessment & Record-Keeping Use varied assessment tools (practical demonstrations, projects, oral presentations, portfolio work) suitable for different learning needs.
- Maintain accurate records of student progress, including ICT competency levels and personal development milestones.
- Provide constructive, individualised feedback to encourage growth.
- Work closely with teaching assistants, therapists, and other staff to support student learning and engagement.
- Liaise with parents/guardians on ways to reinforce ICT skills at home as authorized by the principal. Organise or assist with ICT-related extracurricular activities, clubs, or competitions.
- Promote the use of technology for cultural and community projects that reflect Caribbean identity.
- Support staff in integrating ICT tools into teaching and school operations.
Stay updated with emerging technologies, ICT curriculum changes, and best practices in SEN education.
- Participate in relevant workshops, training sessions, and professional networks.
- Any other duties as assigned related to a teacher's responsibilities.



Key Responsibilities – Music

- Plan, prepare, and deliver engaging music lessons aligned with the national curriculum or school guidelines, adapted for varying abilities and learning needs.
- Incorporate Caribbean musical traditions, rhythms, and instruments alongside global music genres.

- Use a variety of teaching methods such as singing, instrumental practice, movement, and listening activities.
- Adapt lesson materials, instruments, and teaching approaches to meet diverse cognitive, sensory, and physical needs.
- Use visual cues, tactile instruments, simplified notation, and step-by-step instruction to enhance understanding.
- Support learning so students' progress from basic rhythm and melody to more complex musical concepts at an appropriate pace.
- Teach students to play a variety of instruments (traditional and digital), focusing on accessibility and enjoyment.
- Introduce music theory in simplified and interactive ways.
- Encourage creativity through composition, improvisation, and collaborative music-making.
Promote appreciation of Caribbean musical heritage, including calypso, reggae, soca, steelpan, and folk music.
- Organise school performances, concerts, and participation in cultural events or festivals.
- Foster community links by collaborating with local musicians and cultural groups.
Create a safe, supportive, and respectful learning environment.
- Use positive behaviour management strategies consistent with Individual Education Plans (IEPs) and Behaviour Support Plans.
- Encourage teamwork, patience, and cooperation in group performances.
Use varied and flexible assessment methods, including observation, performance, and creative projects.
- Maintain accurate records of each student's musical development and engagement.
- Provide constructive, individualised feedback to motivate students.
- Work closely with teaching assistants, and therapists to ensure music activities meet students' needs.
- Communicate regularly with parents/guardians about students' progress and involvement in music activities as authorized by the principal.
- Participate in multidisciplinary meetings to align music instruction with wider educational goals.
Keep updated on inclusive music education strategies, adaptive instruments, and Special Education Needs (SEN) teaching techniques.
- Engage in workshops, training, and cultural exchanges to enhance teaching practice.
- Any other duties as assigned related to a teacher's responsibilities.



Key Responsibilities – Art

- Plan, prepare, and deliver creative art lessons aligned with the national curriculum or school guidelines, adapted to different abilities and learning needs.
- Introduce a range of art forms, including drawing, painting, sculpture, crafts, digital art, and Caribbean cultural arts.
- Integrate cross-curricular links with history, social studies, and literacy where possible.
Adapt teaching materials, tools, and techniques to meet the cognitive, sensory, and physical needs of students.
- Use step-by-step guidance, visual demonstrations, and tactile resources to ensure accessibility for all learners.

- Encourage self-expression and creativity while supporting skill development at each student's pace. Incorporate Caribbean heritage into art projects, highlighting local traditions, festivals, and historical influences.
- Organise exhibitions of student work within the school and community.
- Collaborate with local artists, cultural centres, and museums to enhance learning experiences. Teach safe and proper use of art materials, tools, and equipment.
- Introduce students to basic and advanced artistic techniques suited to their abilities.
- Foster problem-solving, fine motor skills, and creative thinking through project-based learning. Maintain a safe, supportive, and organised classroom environment.
- Apply positive behaviour management strategies in line with Individual Education Plans (IEPs) and Behaviour Support Plans.
- Encourage cooperation, patience, and mutual respect during group art projects. Use varied assessment methods such as portfolio reviews, project evaluations, and observational checklists.
- Keep accurate records of students' artistic and personal development.
- Provide constructive, encouraging feedback to build student confidence. Work closely with teaching assistants, and therapists to ensure lessons meet students' individual needs.
- Communicate regularly with parents/guardians about student progress and involvement in art activities.
- Participate in multidisciplinary meetings to align art instruction with students' overall educational plans.
- Stay updated on inclusive art education strategies and adaptive art tools.
- Participate in workshops, training sessions, and cultural events to enhance teaching practice.
- Contribute to school-wide events, celebrations, and cultural displays.
- Any other duties as assigned related to a teacher's responsibilities.



Key Responsibilities – Physical Education

- Plan, prepare, and deliver PE lessons aligned with the national curriculum or school guidelines, adapted to meet students' varying physical, cognitive, and sensory abilities.
- Introduce a variety of physical activities, including athletics, team sports, individual sports, dance, fitness exercises, and recreational games.
- Incorporate Caribbean-relevant activities such as cricket, football, track and field, and traditional dance. Modify activities, rules, and equipment to ensure safe and successful participation for all students.
- Use visual aids, demonstrations, and step-by-step instructions to support different learning styles.
- Encourage participation and skill development at a pace suited to each student's abilities. Ensure all activities comply with health, safety, and safeguarding standards.
- Promote proper warm-up, cool-down, and stretching techniques to prevent injury.
- Educate students on the benefits of physical activity, nutrition, hygiene, and healthy lifestyles. Foster motor skills, coordination, balance, and overall physical fitness.
- Encourage cooperation, sportsmanship, and teamwork through structured group activities.
- Support the development of confidence, resilience, and a positive self-image through physical achievement.

Maintain a safe, supportive, and structured learning environment.

- Use positive behaviour management strategies in alignment with Individual Education Plans (IEPs) and Behaviour Support Plans.
- Recognise and celebrate effort, progress, and personal achievements.
Use varied assessment methods such as skill demonstrations, participation tracking, and fitness benchmarks adapted for Special Needs students.
- Keep accurate records of physical development, skill progression, and personal growth.
- Provide constructive feedback to motivate students and set achievable goals.
- Work closely with teaching assistants, , therapists, and medical staff to support individual needs.
- Communicate regularly with parents/guardians on student participation, progress, and home-based physical activity suggestions.
- Participate in multidisciplinary meetings to align PE instruction with broader educational and developmental goals.
Organise and participate in sports days, inter-school events, and recreational activities.
- Promote inclusive participation in community sports and physical activities.
- Encourage cultural appreciation by incorporating traditional Caribbean games and sports.
- Stay updated on inclusive PE strategies, adaptive sports equipment, and SEN teaching methods.
- Attend workshops, training sessions, and physical education conferences relevant to the Caribbean and SEN context.
- Any other duties as assigned related to a teacher's responsibilities.



Key Responsibilities – Special Education Instructor (Primary)

- Certification in Teaching as evidenced by the possession of a teacher's diploma or equivalent
- Teacher's registration certificate from the Ministry of Education of Trinidad and Tobago. (must be acquired before commencing post).
- At least three years' work experience in teaching students with special needs, and specifically teaching English Language Arts, Mathematics, Creative Writing, Social Studies, and Sciences.
- Passionate about teaching and patient working with children
- Qualifications at the certificate or diploma level, specifically in special education needs, will be preferred.
- Knowledge of the assessment and experience of special educational needs of students, and the techniques and strategies for the provision of remediation of students with special educational needs such as Autism, ADHD, Dyslexia, and other learning disabilities.

Education & Certification

- A Bachelor of Arts / Bachelor of Education/ Bachelor of Science degree or equivalent professional certification obtained from an accredited and recognized university or any other equivalent training that satisfies the school's assessment and requirements.
- Teacher's registration certificate from the Ministry of Education of Trinidad and Tobago. (must be acquired before commencing post).

Work Experience

- Training in the field of education/special education, preferably in teacher education or curriculum development.
- At least three (3) years' work experience in the field of Teacher Education and at the administrative level in the education system.
- Knowledge and experience of the assessment of special educational needs of students, and the techniques and strategies for the provision of remediation of students with special educational needs such as Autism, ADHD, Dyslexia, and other learning disabilities.

Skills & Competencies

- Strong classroom management and organizational skills.
- Excellent communication and interpersonal skills.
- Commitment to continuous professional growth.
- Passionate about teaching and patient working with children.

Work Environment/Physical Requirements

- Classroom-based with occasional off-site activities.
- May require occasional evening or weekend work for events.
- Ability to stand, walk, and engage in classroom activities for extended periods.

Certification and Agreement

I certify that I have read and fully understand the duties, responsibilities, and expectations outlined in this position description. I acknowledge that this document reflects the primary functions of my role, but it is not intended to be an exclusive list of all duties. I understand that my responsibilities may be modified or adjusted as required to meet the needs of the school within my role as a teacher. I agree to carry out my role to the best of my abilities, uphold the Spectrum Academy's mission and values, and comply with all relevant policies, procedures, and guidelines.

Spectrum Academy LLC Representative

Name:

Title: CEO/COO

Signature: _____

Date:

Member of Staff

Name:

Position / Role:

Signature: _____

Date:

END