

**MINISTRY OF EDUCATION  
NATIONAL EDUCATION INSPECTORATE**

**JOB DESCRIPTION**

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- 1. JOB TITLE:** Staff Inspector – Secondary Schools
- JOB GRADE:** (To be determined)
- DIVISION SECTION:** Inspection
- REPORTS TO:** Senior Inspector
- SUPERVISES DIRECTLY:** Contract Inspectors
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**2. JOB SUMMARY:**

To lead and perform school inspections on behalf of the National Education Inspectorate (NEI) In the capacity of Lead Inspector, the incumbent will be required to oversee and co-ordinate the inputs of the inspection team and prepare the Inspection Report documenting the findings and recommendations of the inspections carried out. As part of the inspection team, the Staff Inspector, using the NEI inspection process, will be required to assess the academic and social outcomes of students in secondary schools. The Process will also include collecting data to provide information on how well resources are allocated to support outcomes for students; the effectiveness of the leadership and management of the school, and teaching as it supports students' learning.

**3. OUTPUTS:**

- Pre-Inspection Briefing Notebook (PIBN) completed
- Quality Assurance feedback
- Inspection findings documented
- Summary of Evidence prepared
- Data collected and used during the process

#### 4. **KEY AREAS OF RESPONSIBILITY:**

- **In the capacity of Team Leader:**
  - Undertakes the 2 – 3 hour preliminary visit to school according to protocol
  - Completes the Preliminary Visit Notebook
  - Reviews existing information about the school including school documentation received and the analysis of completed Parents' and Students' Questionnaires
  - Completes the Pre Inspection Briefing Notebook (PIBN)
  - Allocates responsibilities among the members of the inspection team
  - Directs, guides, coaches members of the inspection team
  - Holds the team briefing meeting (half day) to prepare for the inspection
  - Manages the relationship with the Principal and the Board
  - Gives oral feedback to the Principal and others (see protocol in Inspector's Notebook)
  - Completes the Record of Inspection Judgements
  - Prepares the draft inspection report including inputs of all team members
  - Receives and responds to any comments on factual accuracy from the school
  - Receives and responds to any comments from the QA Reader
  - Delivers the final version of the inspection report to the Head of Inspector Support
- **As a member of the Inspection team:**
  - Examines and analyses school records using the prescribed methodology and tools developed for the inspection process.
  - Assesses the quality of academic outcomes for students by analyzing available data.
  - Makes judgment on how well school resources are deployed.
  - Observes, analyses and reports on the quality of teaching and students' response to this.
  - Makes a judgment on the adequacy of provision for social, cultural, welfare and personal development of students

- Prepares inputs to inspection reports, identifying strengths and weaknesses, and making recommendations for improvement.
- Discusses report findings with Staff Inspector/Team Leader
- Attends meetings to give feedback to the school at the end of the inspection
- Conducts thematic reviews and inspections relating to their area of curriculum expertise.
- Keeps abreast of current trends and developments in the field of inspection and quality improvement

## **5. PERFORMANCE STANDARDS**

- Inspections conducted according to scheduled timeframe and required standards
- Adherence to the Code of Conduct for Inspectors.
- Inspection reports are produced within required time frame and to required standards

## **6. REQUIRED COMPETENCIES**

- Sound knowledge of the education system
- Sound knowledge of standards and procedures relating to the NEI model for the inspection of schools
- Knowledge of relevant acts and regulations; for example the Education Act, the Education Regulations 1980, the Education Inspection Act and Regulations, the Child Care & Protection Act , the Access to Information Act, as well as the Ministry of Education's policies, rules and regulations.
- Excellent oral and written communication skills
- Good interviewing skills
- Ability to foster harmonious interpersonal relations
- Good leadership skills
- Proficiency in the use of relevant computer applications.
- Good organizing and analytical skills

- Ability to demonstrate a high level of initiative, professionalism and confidentiality

**7. MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE.**

- Bachelor’s Degree in Education or equivalent, or a first degree with a diploma in education
- Ten (10) years experience as a class room teacher; two (2) of which should be at senior management level.
- Trained and certified in School Inspections.

**8. SPECIAL CONDITIONS**

- Required to travel island wide to conduct inspections
- Required to possess a valid Drivers’ License and a reliable Motor Vehicle

**Validation of Job Description**

This document is validated as an accurate and true description of the job described herein

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Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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Date Received in Human Resource Division