

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Education and Human Resources

Post: Deputy Head Teacher (Oriental Languages)

Salary: Rs 18,400 x 600 – 23,200 x 800 – 27,200 (06 43 56)
Rs 19,000 x 600 – 23,200 x 800 – 28,000 x 1,000- 29,000 (06 44 58)
(for those possessing the Certificate in Educational Management)

Effective Date: 17 August 2011

Qualifications: By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Teacher/Senior Teacher (Oriental Languages).

- Duties:**
1. To assist the Head Master/officer-in-charge in organising and supervising the work of the oriental language teaching staff.
 2. To take charge of the school in the absence of the Head Master/officer-in-charge and the Deputy Head Master.
 3. To provide guidance to the Oriental Languages Staff and Trainee Educators (Primary) (Oriental Languages) with the collaboration of the Head Master/officer-in-charge.
 4. To assist the Head Master/officer-in-charge in dealing with parents and other members of the public and to ensure the welfare of the pupils attending the school.
 5. To teach subjects forming part of the school curriculum and integrating the literacy and numeracy strategy in the process, as applicable.
 6. To be responsible to the Head Master/officer-in-charge for –
 - (i) assessing the progress of his pupils by way of observation, written/oral test, examination set by a team of teachers of the school in consultation with the Head Master/officer-in-charge and filling in the reports and submitting same to the Head Master/officer-in-charge of the school along with his recommendations; and
 - (ii) communicating all results to the pupils and to record them in the pupils' progress books to be kept at school.

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7. To conduct evaluation tests and end-of-year examinations in the school where he is posted, as and when decided by the Ministry.
8. To fill in daily attendance register of pupils and total up the number present.
9. To advise pupils on reading materials and to distribute and collect books in class as prescribed by the Ministry of Education and Human Resources.
10. To participate in extra curricular activities, such as Exhibitions, Practical Gardening, Children's Week, Excursions, Projects, Sports and Parents' Day geared towards the all-round development of the pupils.
11. To supervise the orderly dismissal of pupils.
12. To accompany pupils during breaks to and from their classroom for the distribution of foodstuffs.
13. To take charge of a class in case of temporary shortage or casual absences of teachers.
14. To assist the Head Master/officer-in-charge in organising extra curricular activities such as Exhibitions, Practical Gardening, Excursions, Projects, Sports, Parents' Day, drama, music, inter-school competition, pen friends, mothers' club and environmental studies clubs, geared towards the all-round development of the pupils.
15. To take part in refresher courses and other approved courses, as and when required.
16. To be in charge of First Aid and to look after the children in case of injuries and accidents.
17. To help in carrying out examinations and tests in his school.
18. To supervise and monitor the teaching of subjects forming part of the school curriculum equally ensuring that the literacy and numeracy strategy is fully integrated therein, as applicable.

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19. To use ICT in the performance of his duties.
20. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Deputy Head Teacher (Oriental Languages) in the roles ascribed to him.



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