

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

- Ministry:** Education and Human Resources, Tertiary Education and Scientific Research
- Post:** Deputy Head Master
- Salary:** Rs 23,975 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 QB 42,325 x 1,525 – 43,850 (06 052 073)
- Effective Date:** 29 September 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Primary School Educator.

NOTE

Deputy Head Masters should possess a diploma in Educational Management or a certificate in Educational Management from a recognised institution to proceed beyond the Qualification Bar (QB) provided in the salary scale for the post.

- Duties:**
1. To assist the Head Master/officer-in-charge in the administrative duties in a primary school.
 2. To take charge of the school in the absence of the Head Master/officer-in-charge.
 3. To assist the Head Master/officer-in-charge in supervising the staff including non-teaching staff and minor grades employees.
 4. To monitor and assess work of staff.
 5. To provide guidance to all members of the staff including Trainee Primary School Educators with the collaboration of the Head Master/officer-in-charge.
 6. To teach subjects forming part of the school curriculum and integrating the literacy and numeracy strategy in the process as applicable.
 7. 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

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
29 September 2017*

Date.....

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- (ii) communicating all results to the pupils and to record them in the pupils' progress books to be kept at the school.
8. To conduct evaluation tests and end-of-year examinations in the school where he is posted, as and when decided by the Ministry.
 9. To fill in daily attendance register of pupils and total up the number present.
 10. To advise pupils on reading materials and to distribute and collect books in class as prescribed by the Ministry.
 11. To participate in extracurricular activities, such as Exhibitions, Practical Gardening, Children's Week, Excursions, Projects, Sports, Parents' Day geared towards the holistic development of the pupils.
 12. To supervise the orderly dismissal of pupils.
 13. To accompany pupils during breaks to and from their classroom for the distribution of foodstuffs.
 14. 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.
 15. To assist the Head Master/officer-in-charge in organising/participating in extracurricular 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 holistic development of the pupils.
 16. To take part in refresher courses and other approved courses for Deputy Head Masters, as and when required.
 17. To be in charge of First Aid and to look after pupils in case of injuries and accidents.

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18. To help in carrying out examinations and tests in his school.
19. To take charge of a class in case of casual absences of teachers.
20. 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.
21. To use ICT in the performance of his duties.
22. 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 Master in the roles ascribed to him.



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