


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

- Ministry:** Education and Human Resources, Tertiary Education and Scientific Research
- Post:** Primary School Educator
- Salary:** Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 35,275 QB 36,200 x 925 – 37,125 x 1,225 – 39,575 (06 044 070)
- Effective Date:** 03 November 2016
- Qualifications:** By appointment of Trainee Primary School Educators who have successfully completed the course leading to the Teacher's Diploma (Primary).
- Duties:**
1. To teach subjects forming part of the school curriculum.
  2. To make use of –
    - (i) ICT as a tool for teaching and interactive learning purposes and in the performance of his duties; and
    - (ii) appropriate pedagogy taking into consideration pupils' diverse learning abilities.
  3. To identify pupils' learning difficulties and to establish a remedial education plan in collaboration with the Support Teacher, monitor progress and report thereon.
  4. To be responsible to the head of school for –
    - (i) evaluating progress of pupils by way of observation, written/oral tests and assessments conducted at school level;
    - (ii) filling in reports and submitting same to the head of school along with appropriate recommendations; and
    - (iii) recording results in pupils' progress book/developmental learning profile and communicating same to pupils and parents.
  5. To conduct end-of-year assessments and evaluation tests at key stages as prescribed by the Ministry.
  6. To invigilate pupils during examinations and undertake marking of end-of-year assessment/examination scripts.

/2...



**CERTIFIED CORRECT**

  
.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

03 November 2016

Date.....


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

-2-

7. To fill in daily attendance register of pupils, total up the number present and report cases of prolonged absences to the head of school.
8. To participate in the Morning Assembly.
9. To perform orderly duties on a roster basis provided he gets at least an undisturbed break of half an hour for lunch.
10. To advise pupils on reading materials and to distribute and collect books in class as prescribed by the Ministry.
11. 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.
12. To assist –
  - (i) in the admission of children in the school(s) where he is posted; and
  - (ii) the head of school in the supervision of the school, as and when required and to take charge of the school during the absence of the head of school.
13. To attend in-service training and refresher courses, as and when required, and during school holidays and to accumulate the required number of hours of Continuous Professional Development (CPD).
14. To supervise the orderly dismissal of pupils.
15. To accompany pupils during breaks to and from their classroom for the distribution of foodstuffs in connection with the School Feeding Project.
16. 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 Primary School Educator in the roles ascribed to him.



**CERTIFIED CORRECT**

  
.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms  
03 November 2016*

Date.....