

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

- Organisation:** Rodrigues Regional Assembly (Education)
- Post:** Deputy Head Master
- Salary:** Rs 22,175 x 750 – 29,675 x 900 – 34,175 x 1,200 – 36,575 (06 47 64)  
Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 39,275 (06 49 66) (Possessing Certificate in Educational Management)
- Effective Date:** 28 November 2013
- Qualifications:** By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Teacher/Senior Teacher.
- 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 Educators (Primary) 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
    - (ii) communicating all results to the pupils and to record them in the pupils’ progress books to be kept at the school.

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**CERTIFIED CORRECT**

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

28 November 2013

Date.....



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8. To conduct evaluation tests and end of year examinations in the school where he is posted, as and when decided by the Ministry of Education and Human Resources.
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 of Education and Human Resources.
11. To participate in extra curricular activities such as Exhibitions, Practical Gardening, Children's week, Excursions, Projects, Sports, Parents' Day, geared towards the all round 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 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.
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.
18. To help in carrying out examinations and tests in his school.

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

28 November 2013

Date.....