

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

- Organisation:** Rodrigues Regional Assembly (Education)
- Post:** Teacher/Senior Teacher
- Salary:** Rs 11,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 (06 25 51)
- Rs 12,300 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 24,000 (06 29 52) (for those possessing the Advanced Certificate in Education)
- Effective Date:** 11 June 2012
- Qualifications:** By appointment of Trainee Educators (Primary) who have successfully completed the course leading to the Teacher's Diploma (Primary).
- Duties:**
1. To teach subjects forming part of the school curriculum including Health and Physical Education.
 2. To make use of ICT as a tool for teaching purposes in relation to the school curriculum.
 3. To make use of the teaching strategy as required in the National Literacy and Numeracy programme.
 4. To be responsible to the Head Master or the officer-in-charge for –
 - (a) 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
 - (b) communicating all results to the pupils and recording them in the pupils' progress books to be kept at school.
 5. To conduct evaluation tests and end-of-year examinations in the school(s) where he is posted, as and when decided by the Ministry of Education and Human Resources.
 6. To invigilate pupils during examinations and undertake marking of examination scripts.

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CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

11 JUN 2012

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7. To fill in daily attendance register of pupils and total up the number present.
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 of Education and Human Resources.
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 in the admission of children in the school where he is posted.
13. To assist the Head Master/officer-in-charge in the supervision of the school, as and when required, and to take charge of the school during the absence of the Head Master or officer-in-charge.
14. To attend in-service training and refresher courses, as and when required, and during school holidays.
15. To supervise the orderly dismissal of his pupils.
16. To accompany his pupils during breaks to and from their classroom for the distribution of foodstuffs in connection with the School Feeding Project.
17. To use ICT in the performance of his duties.
18. 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 Teacher/Senior Teacher in the roles ascribed to him.



CERTIFIED CORRECT

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

11 JUN 2012

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