

GOVERNMENT OF MAURITIUS

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

- Ministry:** Education and Human Resources
- Post:** Teaching Assistant
- Salary:** Rs 8,600 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 (06 13 39)
- Effective Date:** 27 July 2011
- Qualifications:** By appointment of persons serving as Supply Teacher in Primary Schools and who, as at 31 December 2010, reckon at least 12 years’ experience in the teaching of an appropriate Oriental Language at primary school level.
- Duties:**
 1. To teach subjects forming part of the school curriculum.
 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 –
 - (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 with his recommendations; and
 - (ii) 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.
 6. To fill in daily the attendance register of pupils and total up the number present.
 7. To participate in the Morning Assembly.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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8. To perform orderly duties on a roster basis provided he gets at least an undisturbed break of half an hour for lunch.
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, Parents' Day, geared towards the all-round development of the pupils.
11. To assist in the admission of children in the school(s) where he is posted.
12. To attend in-service training and refresher courses, as and when required, and during school holidays.
13. To supervise the orderly dismissal of his pupils.
14. To accompany his pupils during breaks to and from their classroom for the distribution of foodstuffs.
15. To invigilate pupils during examinations and undertake marking of examination scripts.
16. To use ICT in the performance of his duties.
17. 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 Teaching Assistant in the roles ascribed to him.



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