

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

- Ministry:** Education and Human Resources, Tertiary Education and Scientific Research
- Post:** Teacher (Secondary) (Pre-Vocational)
- Salary:** Rs 13,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 30,575 (06 26 58)
- Effective Date:** 17 August 2015
- Qualifications:**
- A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings or
 - (ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that, at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

Qualification at A above should have been obtained prior to qualification at B above.

- C. Candidates should be computer literate.

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Candidates should produce written evidence of knowledge claimed.

NOTE 1

For the first intake, by appointment of persons serving as Supply Teacher in the pre-vocational stream at secondary level in the Ministry of Education and Human Resources, Tertiary Education and Scientific Research and who reckon at least seven years' experience in pre-vocational teaching.

NOTE 2

Selected candidates will be appointed in a temporary capacity in the first instance and will draw a monthly flat salary of Rs 13,425. They will be required to follow a part time Induction course in Pre-Vocational Education for a period of at least four weeks, at such institution as may be approved. On satisfactory completion of the course and on being favourably reported upon, they will be considered for appointment as Teacher (Secondary) (Pre-Vocational) in a substantive capacity and will join the salary scale of the grade at point Rs 13,675.

NOTE 3

Candidates appointed under 'NOTE 1' will not be required to follow the Induction course in Pre-Vocational Education and will join the salary point of Rs 13,675 in the salary scale provided for the grade.

Duties:

1. To teach in pre-vocational classes in State Secondary Schools.
2. To conduct examinations and extension classes, participate in vacation courses and any such other extra-curricular activities, as directed.
3. To take charge of specialist rooms/workshops including equipment and material, where applicable.
4. To participate in staff development programmes/workshops/seminars during school days or school holidays to improve the teaching/learning process and keep abreast with new trends and developments in education.

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5. To prepare scheme of work, weekly plan of work, lesson plans, lesson notes and pedagogical materials required in respect of subjects and organise classroom activities under his responsibility.
6. To plan and carry out assessment exercises and any other form of regular student performance evaluation and remedial in-built activities.
7. To assess students' work, keep record of students' performance, fill in report books and report to Rector/Deputy Rector/Inspectors/heads of departments on such matters, as and when required.
8. To assist in planning, organising and implementation of the learning programs of students, co-curricular and extra-curricular activities of the school.
9. To provide assistance in developing curriculum materials for pre-vocational streams and make recommendations for the use of appropriate textbooks.
10. To participate actively in regular meetings with Rector/Deputy Rector/Inspectors/heads of departments/senior officers in matters regarding the school development planning, departmental enhancement programmes and the smooth running of the school.
11. To act as class master and to ensure the overall development of students - intellectual, emotional and moral.
12. To maintain discipline inside and outside the classroom.
13. To participate in Parent-Teacher's Association meetings and related activities and encourage responsible parties for close monitoring of students' performance.
14. To use ICT in the performance of his duties.
15. 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 (Secondary) (Pre-Vocational) in the roles ascribed to him

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