



Dated Quetta, the 09th May, 2023

NOTIFICATION

No. PPIU/8-70/(A&F)/2023/2562-71 /. The Secretary, Government of Balochistan, School Education Department, is pleased to notify the "Job Descriptions" of **Teaching Staff (BPS-09 to 17)** with immediate effect.

1. Subject Specialist (BPS-17)

- i. Teach at least one (01) subject to students of Grades IX-XII as per her / his specialization in Masters' degree
- ii. Work for a minimum of 30 hours per week excluding break time and non-teaching duties
- iii. Teach for the full school day
- iv. Be present at School during the notified official school hours
- v. Provide opportunities for students to conduct science experiments, in the case of SS (Biology/Chemistry/Physics) to apply their newly acquired knowledge
- vi. Provide an opportunity to students to relate Science with every life
- vii. Properly maintain Science Laboratory
- viii. Help students to develop positive attitude towards Science and Mathematics, in the case of SS (Biology/Physics/Chemistry/Mathematics)
- ix. Plan, prepare and deliver teaching-learning activities based on the official curriculum that facilitates student learning
- x. Regularly update content knowledge / subject matter knowledge as per the demand of the curriculum
- xi. Clearly communicate learning outcomes to students
- xii. Organize classroom and teaching-learning resources to create an enabling and supportive learning outcomes
- xiii. Demonstrate an understanding of and take responsibility for promotion of critical and analytical abilities
- xiv. Use innovative pedagogical approaches that promote learning and ensure active participation of students in the lessons
- xv. Identify students struggling in studies and prepare remedial measures to address the learning gaps
- xvi. Develop and regularly update lesson plans
- xvii. Employ an appropriate range of assessment strategies to monitor individual student progress
- xviii. Maintain student portfolios to track their progress
- xix. Provide regular and appropriate feedback on student work
- xx. Discuss and report on student's progress to parents and Principal
- xxi. Establish and implement rules and procedures to manage student behavior in the classroom
- xxii. Use appropriate disciplinary measures where it deems necessary
- xxiii. Provide counselling to students having academic problems
- xxiv. Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- xxv. Actively participate in professional development programs organized at the Cluster / District / Provincial level for improvement of his/her professional knowledge and skills
- xxvi. Maintain a reflective journal to regularly reflect on the effectiveness of teaching approaches, assessment strategies and management of student behavior
- xxvii. Work collaboratively with colleagues for sharing ideas, resources and providing support
- xxviii. Be a positive role model for students, as well as for colleagues
- xxix. Organize in-house continuous professional development workshops for teachers
- xxx. Motivate students to participate in co-curricular activities

- xxxi. Take active part in Parent-Teacher School Management Committee (PTSMC) if selected as a member
- xxxii. Take active part in activities that promote enrolment and attendance of students in collaboration with community members of the PTSMC
- xxxiii. Properly utilize his / her professional experiences / expertise if selected as a member of Local Education Purchase Committee at the Cluster Level
- xxxiv. Maintain student attendance registers in the case of class in-charge
- xxxv. Be part of professional learning communities
- xxxvi. Perform any other task assigned by the Principal

2. IT Teacher (BPS-17)

- i. Teach Computer as a subject to students of Grades VI – X / VI-XII as assigned by the Principal
- ii. Work for a minimum of 30 hours per week excluding break time and non-teaching duties
- iii. Teach for the full school day
- iv. Be present at School during the notified official school hours
- v. Properly maintain IT Laboratory in the School
- vi. Organize and conduct training sessions for teachers on the application of Information and Communication Technologies (ICT) as a pedagogical tool to teach languages, Science, Mathematics and other Subjects
- vii. Properly maintain EMIS Cell at the Cluster level and update information of the Cluster Schools on EMIS Website
- viii. Upload Grades IX-XII students' registration and examination forms on BBISE Quetta's Web Portal
- ix. Help students to develop positive attitude towards Information Technology / Computer
- x. Plan, prepare and deliver teaching-learning activities based on the official curriculum that facilitates student learning
- xi. Regularly update content knowledge / subject matter knowledge as per the demand of the curriculum
- xii. Clearly communicate learning outcomes to students
- xiii. Organize classroom and teaching-learning resources to create an enabling and supportive learning outcomes
- xiv. Demonstrate an understanding of and take responsibility for promotion of ICT skills
- xv. Use innovative pedagogical approaches that promote learning and ensure active participation of students in the lessons
- xvi. Organize hands-on activities for students
- xvii. Identify students struggling in studies and prepare remedial measures to address the learning gaps
- xviii. Develop and regularly update lesson plans
- xix. Employ an appropriate range of assessment strategies to monitor individual student progress
- xx. Maintain student portfolios to track their progress
- xxi. Provide regular and appropriate feedback on student work
- xxii. Discuss and report on student's progress to parents and head teacher
- xxiii. Establish and implement rules and procedures to manage student behavior in the classroom
- xxiv. Use appropriate disciplinary measures where it deems necessary
- xxv. Provide counselling to students having academic problems
- xxvi. Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- xxvii. Actively participate in professional development programs organized at the Cluster / District / Provincial level for improvement of his/her professional knowledge and skills
- xxviii. Maintain a reflective journal to regularly reflect on the effectiveness of teaching approaches, assessment strategies and management of student behavior
- xxix. Work collaboratively with colleagues for sharing ideas, resources and providing support
- xxx. Be a positive role model for students, as well as for colleagues
- xxxi. Motivate students to participate in co-curricular activities
- xxxii. Take active part in Parent-Teacher School Management Committee (PTSMC) if selected as a member

- xxxiii. Take active part in activities that promote enrolment and attendance of students in collaboration with community members of the PTSMC
- xxxiv. Properly utilize his / her professional experiences / expertise if selected as a member of Local Education Purchase Committee at the Cluster Level
- xxxv. Maintain student attendance registers in the case of class in-charge
- xxxvi. Be part of professional learning communities
- xxxvii. Perform any other task assigned by the Principal

3. SST (General) (BPS-17)

- i. Teach at least two (02) subjects to students of Grades VI-X as assigned by the Principal / Head Master / Mistress
- ii. Teach specialist subjects to students of Grades VI-X
- iii. Work for a minimum of 30 hours per week excluding break time and non-teaching duties
- iv. Teach for the full school day
- v. Be present at School during the notified official school hours
- vi. Plan, prepare and deliver teaching-learning activities based on the official curriculum that facilitates student learning
- vii. Regularly update content knowledge / subject matter knowledge as per the demand of the curriculum
- viii. Clearly communicate learning outcomes to students
- ix. Organize the classroom and teaching-learning resources to create an enabling and supportive learning outcomes
- x. Demonstrate an understanding of and take responsibility for promotion of literacy, numeracy and analytical abilities
- xi. Use innovative pedagogical approaches that promote learning and ensure active participation of students in the lessons
- xii. Identify students struggling in studies and prepare remedial measures to address the learning gaps
- xiii. Develop and regularly update lesson plans
- xiv. Employ an appropriate range of assessment strategies to monitor individual student progress
- xv. Maintain student portfolios to track their progress
- xvi. Provide regular and appropriate feedback on student work
- xvii. Discuss and report on student's progress to parents and head teacher
- xviii. Establish and implement rules and procedures to manage student behavior in the classroom
- xix. Use appropriate disciplinary measures where it deems necessary
- xx. Provide counselling to students having academic problems
- xxi. Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- xxii. Actively participate in professional development programs organized at the Cluster / District / Provincial level for improvement of his/her professional knowledge and skills
- xxiii. Maintain a reflective journal to regularly reflect on the effectiveness of teaching approaches, assessment strategies and management of student behavior
- xxiv. Work collaboratively with colleagues for sharing ideas, resources and providing support
- xxv. Be a positive role model for students, as well as for colleagues
- xxvi. Motivate students to participate in co-curricular activities
- xxvii. Take active part in Parent-Teacher School Management Committee (PTSMC) if selected as a member
- xxviii. Take active part in activities that promote enrolment and attendance of students in collaboration with community members of the PTSMC
- xxix. Properly utilize his / her professional experiences / expertise if selected as a member of Local Purchase Committee at the Cluster Level
- xxx. Maintain student attendance registers in the case of class in-charge
- xxxi. Be part of professional learning communities
- xxxii. Perform any other task assigned by the Principal / Head Master / Mistress

4. SST (Science) (BPS-17)

- i. Teach at least two (02) subjects to students of Grades IX-X as assigned by the Principal / Head Master / Mistress
- ii. Teach specialist subjects to students of Grades IX-X
- iii. Work for a minimum of 30 hours per week excluding break time and non-teaching duties
- iv. Teach for the full school day
- v. Be present at School during the notified official school hours
- vi. Provide opportunities for students to conduct science experiments to apply their newly acquired knowledge
- vii. Provide an opportunity to students to relate Science and Mathematics with every life
- viii. Properly maintain Science Laboratories
- ix. Help students to develop positive attitude towards Science and Mathematics
- x. Plan, prepare and deliver teaching-learning activities based on the official curriculum that facilitates student learning
- xi. Regularly update content knowledge / subject matter knowledge as per the demand of the curriculum
- xii. Clearly communicate learning outcomes to students
- xiii. Organize the classroom and teaching-learning resources to create an enabling and supportive learning outcomes
- xiv. Demonstrate an understanding of and take responsibility for promotion of literacy, numeracy and analytical abilities
- xv. Use innovative pedagogical approaches that promote learning and ensure active participation of students in the lessons
- xvi. Identify students struggling in studies and prepare remedial measures to address the learning gaps
- xvii. Develop and regularly update lesson plans
- xviii. Employ an appropriate range of assessment strategies to monitor individual student progress
- xix. Maintain student portfolios to track their progress
- xx. Provide regular and appropriate feedback on student work
- xxi. Discuss and report on student's progress to parents and head teacher
- xxii. Establish and implement rules and procedures to manage student behavior in the classroom
- xxiii. Use appropriate disciplinary measures where it deems necessary
- xxiv. Provide counselling to students having academic problems
- xxv. Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- xxvi. Actively participate in professional development programs organized at the Cluster / District / Provincial level for improvement of his/her professional knowledge and skills
- xxvii. Maintain a reflective journal to regularly reflect on the effectiveness of teaching approaches, assessment strategies and management of student behavior
- xxviii. Work collaboratively with colleagues for sharing ideas, resources and providing support
- xxix. Be a positive role model for students, as well as for colleagues
- xxx. Motivate students to participate in co-curricular activities
- xxxi. Take active part in Parent-Teacher School Management Committee (PTSMC) if selected as a member
- xxxii. Take active part in activities that promote enrolment and attendance of students in collaboration with community members of the PTSMC
- xxxiii. Properly utilize his / her professional experiences / expertise if selected as a member of Local Purchase Committee at the Cluster Level
- xxxiv. Maintain student attendance registers in the case of class in-charge
- xxxv. Be part of professional learning communities
- xxxvi. Perform any other task assigned by the Principal / Head Master / Mistress

5. SST (Tech) (BPS-17)

- i. Teach at least one (01) technical trade / skill to students of Grades VI-X as assigned by the Principal
- ii. Work for a minimum of 30 hours per week excluding break time and non-teaching duties

- iii. Teach for the full school day
- iv. Be present at School during the notified official school hours
- v. Plan, prepare and deliver technical activities as per the notified curriculum / syllabus
- vi. Regularly update professional knowledge / technical skills
- vii. Clearly communicate learning objectives / outcomes to students
- viii. Organize the workshop / technical room to create an enabling and supportive learning outcomes
- ix. Use innovative approaches that promote active participation of student in the technical activities
- x. Develop and regularly update lesson plans
- xi. Employ an appropriate range of assessment strategies to monitor individual student progress
- xii. Maintain student portfolios to track their progress
- xiii. Provide regular and appropriate feedback on student work
- xiv. Establish and implement rules and procedures to manage student behavior in the classroom
- xv. Use appropriate disciplinary measures where it deems necessary
- xvi. Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- xvii. Actively participate in professional development programs organized for enhancement of his/her professional knowledge and skills
- xviii. Maintain a reflective journal to regularly reflect on the effectiveness of teaching approaches, assessment strategies and management of student behavior
- xix. Work collaboratively with colleagues for sharing ideas, resources and providing support
- xx. Be a positive role model for students, as well as for colleagues
- xxi. Motivate students to participate in co-curricular activities
- xxii. Maintain student attendance registers
- xxiii. Be part of professional learning communities
- xxiv. Perform any other task assigned by the Principal / Head Master / Mistress

6. SAT (BPS-17)

- i. Teach Arabic as a Language to students of Grades VI-VIII
- ii. Teach Islamiyat as a subject to students of Grades IX-X
- iii. Work for a minimum of 30 hours per week excluding break time and non-teaching duties
- iv. Require to teach for the full school day
- v. Require to be present at School during the notified official school hours
- vi. Plan, prepare and deliver teaching-learning activities based on the official curriculum that facilitates student learning
- vii. Clearly communicate learning outcomes to students
- viii. Organize the classroom and teaching-learning resources to create an enabling and supportive learning outcomes
- ix. Use innovative pedagogical approaches, such as communicative approach, that promote learning and ensure active participation of students in the lessons
- x. Identify students struggling in studies and prepare remedial measures to address the learning gaps
- xi. Develop and regularly update lesson plans
- xii. Employ an appropriate range of assessment strategies to monitor individual student progress
- xiii. Maintain student portfolios to track their progress
- xiv. Provide regular and appropriate feedback on student work
- xv. Discuss and report on student's progress to parents and head teacher
- xvi. Establish and implement rules and procedures to manage student behavior in the classroom
- xvii. Use appropriate disciplinary measures where it deems necessary
- xviii. Provide counselling to students having language acquisition problems
- xix. Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- xx. Actively participate in professional development programs organized at the Cluster level for improvement of his/her professional knowledge and skills
- xxi. Maintain a reflective journal to regularly reflect on the effectiveness of teaching approaches, assessment strategies and management of student behavior
- xxii. Work collaboratively with colleagues for sharing ideas, resources and providing support
- xxiii. Be a positive role model for students, as well as for colleagues

- xxiv. Be part of professional learning communities
- xxv. Perform any other task assigned by the Principal / Head Master / Mistress

7. SPET (BPS-17)

- i. Oversee all co-curricular activities in the School
- ii. Work for a minimum of 30 hours per week excluding break time and non-teaching duties
- iii. Be present at School during the notified official school hours
- iv. Plan and conduct health and physical education lessons
- v. Motivate and encourage students to participate in co-curricular activities
- vi. Organize inter-classes sports competitions to induce the spirit of healthy competition and sportsmanship
- vii. Organize inter-schools' sports competitions to induce the spirit of healthy competition and sportsmanship
- viii. Organize and conduct workshops and trainings for students in various sports
- ix. Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- x. Be a positive role model for students, as well as for colleagues
- xi. Take active part in Parent-Teacher School Management Committee (PTSMC) if selected as a member
- xii. Take active part in activities that promote enrolment and attendance of students in collaboration with community members of the PTSMC
- xiii. Be part of professional learning communities
- xiv. Perform any other task assigned by the Principal / Head Master / Mistress

8. SDM (BPS-17)

- i. Teach Drawing Subject to students of Grades VI-VIII
- ii. Work for a minimum of 30 hours per week excluding break time and non-teaching duties
- iii. Teach for the full school day
- iv. Be present at School during the notified official school hours
- v. Plan, prepare and deliver drawing activities based on the official curriculum that facilitates student learning
- vi. Regularly update content knowledge / subject matter knowledge as per the demand of the curriculum
- vii. Clearly communicate learning outcomes to students
- viii. Organize the classroom and teaching-learning resources to create an enabling and supportive learning outcomes
- ix. Provide guidance to students struggling in drawing, sketching, coloring and painting
- x. Make connections of Drawing Subjects with Science and Mathematics
- xi. Develop and regularly update lesson plans
- xii. Employ an appropriate range of assessment strategies to monitor individual student progress
- xiii. Maintain student portfolios to track their progress
- xiv. Provide regular and appropriate feedback on student work
- xv. Discuss and report on student's progress to parents and head teacher
- xvi. Establish and implement rules and procedures to manage student behavior in the classroom
- xvii. Use appropriate disciplinary measures where it deems necessary
- xxviii. Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- xix. Actively participate in professional development programs organized at the Cluster level for improvement of his/her professional knowledge and skills
- xx. Work collaboratively with colleagues for sharing ideas, resources and providing support
- xxi. Be a positive role model for students, as well as for colleagues
- xxii. Take active part in Parent-Teacher School Management Committee (PTSMC) if selected as a member
- xxiii. Take active part in activities that promote enrolment and attendance of students in collaboration with community members of the PTSMC

- xxiv. Be part of professional learning communities
- xxv. Perform any other task assigned by the Principal / Head Master / Mistress

9. EST (BPS-15)

- i. Require to teach at least two (02) subjects to students of Grades VI-VIII as assigned by the Principal / Head Master / Mistress
- ii. Require to teach specialist subjects in Grades VI-VIII
- iii. Require to work a minimum of 30 hours per week excluding break time and non-teaching duties
- iv. Require to teach for the full school day
- v. Require to be present at School during the notified official school hours
- vi. Plan, prepare and deliver teaching-learning activities based on the official curriculum that facilitates student learning
- vii. Regularly update content knowledge / subject matter knowledge as per the demand of the curriculum
- viii. Clearly communicate learning outcomes to students
- ix. Organize the classroom and teaching-learning resources to create an enabling and supportive learning outcomes
- x. Demonstrate an understanding of and take responsibility for promotion of literacy, numeracy and analytical abilities
- xi. Use innovative pedagogical approaches that promote learning and ensure active participation of students in the lessons
- xii. Identify students struggling in studies and prepare remedial measures to address the learning gaps
- xiii. Develop and regularly update lesson plans
- xiv. Employ an appropriate range of assessment strategies to monitor individual student progress
- xv. Maintain student portfolios to track their progress
- xvi. Provide regular and appropriate feedback on student work
- xvii. Discuss and report on student's progress to parents and head teacher
- xviii. Establish and implement rules and procedures to manage student behavior in the classroom
- xix. Use appropriate disciplinary measures where it deems necessary
- xx. Provide counselling to students having academic problems
- xxi. Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- xxii. Actively participate in professional development programs organized at the Cluster level for improvement of his/her professional knowledge and skills
- xxiii. Maintain a reflective journal to regularly reflect on the effectiveness of teaching approaches, assessment strategies and management of student behavior
- xxiv. Work collaboratively with colleagues for sharing ideas, resources and providing support
- xxv. Be a positive role model for students, as well as for colleagues
- xxvi. Motivate students to participate in co-curricular activities
- xxvii. Take active part in Parent-Teacher School Management Committee (PTSMC) if selected as a member
- xxviii. Take active part in activities that promote enrolment and attendance of students in collaboration with community members of the PTSMC
- xxix. Maintain student attendance registers in the case of class in-charge
- xxx. Be part of professional learning communities
- xxxi. Perform any other task assigned by the Principal / Head Master / Mistress

10. JET (BPS-14)

- i. Teach at least two (02) subjects in Grades VI-VIII as assigned by the Principal / Head Master / Mistress
- ii. Teach specialist subject (s) in Grades VI-VIII
- iii. Work a minimum of 30 hours per week excluding break time and non-teaching duties
- iv. Teach for the full school day
- v. Be present at School during the notified official school hours

- vi. Plan, prepare and deliver teaching-learning activities based on the official curriculum that facilitates student learning
- vii. Regularly update content knowledge / subject matter knowledge as per the demand of the curriculum
- viii. Clearly communicate learning outcomes to students
- ix. Organize the classroom and teaching-learning resources to create an enabling and supportive learning outcomes
- x. Demonstrate an understanding of and take responsibility for promoting literacy, numeracy and analytical abilities
- xi. Use innovative pedagogical approaches that promote learning and ensure active participation of students in the lessons
- xii. Identify students struggling in studies and prepare remedial measures to address the learning gaps
- xiii. Develop and regularly update lesson plans
- xiv. Employ an appropriate range of assessment strategies to monitor individual student progress
- xv. Maintain student portfolios to track their progress
- xvi. Provide regular and appropriate feedback on student work
- xvii. Discuss and report on student's progress to parents and head teacher
- xviii. Establish and implement rules and procedures to manage student behavior in the classroom
- xix. Use appropriate disciplinary measures where it deems necessary
- xx. Provide counselling to students having academic problems
- xxi. Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- xxii. Actively participate in professional development programs organized at the Cluster level for improvement of his/her professional knowledge and skills
- xxiii. Maintain a reflective journal to regularly reflect on the effectiveness of teaching approaches, assessment strategies and management of student behavior
- xxiv. Work collaboratively with colleagues for sharing ideas, resources and providing support
- xxv. Be a positive role model for students, as well as for colleagues
- xxvi. Motivate students to participate in co-curricular activities
- xxvii. Take active part in Parent-Teacher School Management Committee (PTSMC) if selected as a member
- xxviii. Take active part in activities that promote enrolment and attendance of students in collaboration with community members of the PTSMC
- xxix. Maintain student attendance registers
- xxx. Be part of professional learning communities
- xxxi. Perform any other task assigned by the Principal / Head Master / Mistress

11. JET (Tech) (BPS-14)

- i. Teach at least one (01) technical trade / skill in Grades VI-VIII as assigned by the Principal / Head Master / Mistress
- ii. Work a minimum of 30 hours per week excluding break time and non-teaching duties
- iii. Teach for the full school day
- iv. Be present at School during the notified official school hours
- v. Plan, prepare and deliver technical activities as per the notified curriculum / syllabus
- vi. Regularly update professional knowledge / technical skills
- vii. Clearly communicate learning objectives / outcomes to students
- viii. Organize the workshop / technical room to create an enabling and supportive learning outcomes
- ix. Use innovative approaches that promote active participation of student in the technical activities
- x. Develop and regularly update lesson plans
- xi. Employ an appropriate range of assessment strategies to monitor individual student progress
- xii. Maintain student portfolios to track their progress
- xiii. Provide regular and appropriate feedback on student work
- xiv. Establish and implement rules and procedures to manage student behavior in the classroom
- xv. Use appropriate disciplinary measures where it deems necessary

- xvi. Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- xvii. Actively participate in professional development programs organized for enhancement of his/her professional knowledge and skills
- xviii. Maintain a reflective journal to regularly reflect on the effectiveness of teaching approaches, assessment strategies and management of student behavior
- xix. Work collaboratively with colleagues for sharing ideas, resources and providing support
- xx. Be a positive role model for students, as well as for colleagues
- xxi. Motivate students to participate in co-curricular activities
- xxii. Maintain student attendance registers
- xxiii. Be part of professional learning communities
- xxiv. Perform any other task assigned by the Principal / Head Master / Mistress

12. PET (Tech) (BPS-14)

- o Oversee all co-curricular activities in the School
- o Work a minimum of 30 hours per week excluding break time and non-teaching duties
- o Be present at School during the notified official school hours
- o Plan and conduct health and physical education lessons
- o Motivate and encourage students to participate in co-curricular activities
- o Organize inter-classes sports competitions to induce the spirit of healthy competition and sportsmanship
- o Organize inter-schools' sports competitions to induce the spirit of healthy competition and sportsmanship
- o Organize and conduct workshops and trainings for students in various sports
- o Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- o Be a positive role model for students, as well as for colleagues
- o Take active part in Parent-Teacher School Management Committee (PTSMC) if selected as a member
- o Take active part in activities that promote enrolment and attendance of students in collaboration with community members of the PTSMC
- o Be part of professional learning communities
- o Any other task assigned by the Principal / Head Master / Mistress

13. JDM (BPS-14)

- i. Teach Drawing Subject to students of Grades VI-VIII
- ii. Work a minimum of 30 hours per week excluding break time and non-teaching duties
- iii. Teach for the full school day
- iv. Be present at School during the notified official school hours
- v. Plan, prepare and deliver drawing activities based on the official curriculum that facilitates student learning
- vi. Regularly update content knowledge / subject matter knowledge as per the demand of the curriculum
- vii. Clearly communicate learning outcomes to students
- viii. Organize the classroom and teaching-learning resources to create an enabling and supportive learning outcomes
- ix. Provide guidance to students struggling in drawing, sketching, coloring and painting
- x. Make connections of Drawing Subjects with Science and Mathematics
- xi. Develop and regularly update lesson plans
- xii. Employ an appropriate range of assessment strategies to monitor individual student progress
- xiii. Maintain student portfolios to track their progress
- xiv. Provide regular and appropriate feedback on student work
- xv. Discuss and report on student's progress to parents and head teacher
- xvi. Establish and implement rules and procedures to manage student behavior in the classroom
- xvii. Use appropriate disciplinary measures where it deems necessary

- xviii. Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- xix. Actively participate in professional development programs organized at the Cluster level for improvement of his/her professional knowledge and skills
- xx. Work collaboratively with colleagues for sharing ideas, resources and providing support
- xxi. Be a positive role model for students, as well as for colleagues
- xxii. Take active part in Parent-Teacher School Management Committee (PTSMC) if selected as a member
- xxiii. Take active part in activities that promote enrolment and attendance of students in collaboration with community members of the PTSMC
- xxiv. Be part of professional learning communities
- xxv. Any other task assigned by the Principal / Head Master / Mistress

14. JAT (BPS-14)

- i. Teach Arabic as a Language to students of Grades VI-VIII
- ii. Work for a minimum of 30 hours per week excluding break time and non-teaching duties
- iii. Teach for the full school day
- iv. Be present at School during the notified official school hours
- v. Plan, prepare and deliver teaching-learning activities based on the official curriculum that facilitates student learning
- vi. Clearly communicate learning outcomes to students
- vii. Organize the classroom and teaching-learning resources to create an enabling and supportive learning outcomes
- viii. Use innovative pedagogical approaches, such as communicative approach, that promote learning and ensure active participation of students in the lessons
- ix. Identify students struggling in studies and prepare remedial measures to address the learning gaps
- x. Develop and regularly update lesson plans
- xi. Employ an appropriate range of assessment strategies to monitor individual student progress
- xii. Maintain student portfolios to track their progress
- xiii. Provide regular and appropriate feedback on student work
- xiv. Discuss and report on student's progress to parents and head teacher
- xv. Establish and implement rules and procedures to manage student behavior in the classroom
- xvi. Use appropriate disciplinary measures where it deems necessary
- xvii. Provide counselling to students having language acquisition problems
- xviii. Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- xix. Actively participate in professional development programs organized at the Cluster level for improvement of his/her professional knowledge and skills
- xx. Maintain a reflective journal to regularly reflect on the effectiveness of teaching approaches, assessment strategies and management of student behavior
- xxi. Work collaboratively with colleagues for sharing ideas, resources and providing support
- xxii. Be a positive role model for students, as well as for colleagues
- xxiii. Be part of professional learning communities
- xxiv. Any other task assigned by the Principal / Head Master / Mistress

15. JVT (BPS-09)

- i. Teach all subjects from Katchi to Grades V in case of Single Teacher School or some subjects as assigned by the In-charge / Head Teacher
- ii. Work a minimum of 28 hours per week excluding break time and non-teaching duties
- iii. Teach for the full school day
- iv. Be present at School during the notified official school hours
- v. Design a well-functioning, respectful classroom that allows students to work productively
- vi. Plan, prepare and deliver teaching-learning activities based on the official curriculum that facilitates student learning

- vii. Carefully organize activities, materials and instruction based on students' prior knowledge and level of understanding / development, so that all student can be successful
- viii. Adapt the learning materials to students with special needs
- ix. Regularly update content knowledge / subject matter knowledge as per the demand of the curriculum
- x. Clearly communicate learning outcomes to students
- xi. Organize the classroom and teaching-learning resources to create an enabling and supportive learning outcomes
- xii. Demonstrate an understanding of and take responsibility for promoting literacy, numeracy and analytical abilities
- xiii. Use innovative and play based pedagogical approaches that promote learning and ensure active participation of children in the lessons
- xiv. Use multi-grade teaching-learning approaches in multi-grade situations
- xv. Develop and regularly update lesson plans
- xvi. Focus on students having difficulty in reading and prepare remedial measures to address learning difficulties
- xvii. Promote reading culture in the school
- xviii. Read stories to students to develop interests in reading books
- xix. Employ an appropriate range of assessment strategies to monitor individual student progress
- xx. Employ early grade reading assessment (EGRA) and early grade mathematics assessment (EGMA) tools to assess students' reading and mathematical skills
- xxi. Maintain student portfolios to track their progress
- xxii. Provide regular and appropriate feedback on student work
- xxiii. Discuss and report on student's progress to parents and head teacher
- xxiv. Establish and implement rules and procedures to manage student behavior in the classroom / school
- xxv. Use appropriate disciplinary measures where it deems necessary
- xxvi. Provide counselling to students having academic problems
- xxvii. Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- xxviii. Actively participate in professional development programs organized at the Cluster level for improvement of the professional knowledge and skills
- xxix. Develop strong mentor-mentee relationship with the concerned Learning Coordinator (LC)
- xxx. Deliver model lessons in the classroom duly observed by the concerned LC
- xxxi. Improve lesson plans based on feedback offered by the concerned LC
- xxxii. Improve English language skills and use it as medium of instruction for teaching of Science and Mathematics
- xxxiii. Use phonics while teaching English and Urdu languages to children
- xxxiv. Maintain a reflective journal to regularly reflect on the effectiveness of teaching approaches, assessment strategies and management of student behavior
- xxxv. Work collaboratively with colleagues other than Single Teacher Schools for sharing ideas, resources and providing support
- xxxvi. Be a positive role model for students, as well as for colleagues
- xxxvii. Organize co-curricular activities for students
- xxxviii. Take active part in Parent-Teacher School Management Committee (PTSMC) as member
- xxxix. Take active part in activities that promote enrolment and attendance of children in collaboration with community members of the PTSMC
 - xl. Properly document the minutes of the PTSMC meetings
 - xli. Maintain log book for remarks of visitors (LC, ADEO, DDEO, DEO)
 - xlii. Maintain student attendance and result registers

16. MQ (BPS-09)


- i. Teach Naazrah Quran from Katchi to Grades VIII as assigned by the Head teacher
- ii. Work a minimum of 30 hours per week excluding break time and non-teaching duties
- iii. Teach for the full school day
- iv. Be present at School during the notified official school hours

- v. Plan, prepare and deliver teaching-learning activities based on the official curriculum that facilitates student learning
- vi. Clearly communicate learning outcomes to students
- vii. Use innovative pedagogical approaches that promote learning
- viii. Motivate and encourage students to recite the Holy Quran with proper recitation by sighting the Arabic Text using Rules of Tajweed
- ix. Use an appropriate range of assessment strategies to monitor individual student progress
- x. Provide counselling to students having academic problems
- xi. Promote and safeguard the well-being of students and take necessary and appropriate measure to raise and resolve concerns
- xii. Actively participate in professional development programs organized at the Cluster level for improvement of their professional knowledge and skills
- xiii. Perform any other task assigned by the Head Teacher


 9/5/2023
ABDUL RAUF BALOCH
SECRETARY

Copy for information is forwarded to: -

1. The Principal Secretary to Chief Minister Balochistan, Quetta.
2. The Accountant General Balochistan, Quetta.
3. The Additional Secretary (Staff) to Chief Secretary, Balochistan, Quetta.
4. The Director of Education (Schools), Balochistan, Quetta.
5. The Divisional Director of Education (Schools) (All).
6. The District Education Officer (All).
7. The PS to Minister for Education, Government of Balochistan, Quetta.
8. The PS to Secretary, Government of Balochistan, S & GAD, Quetta.
9. The PS to Secretary, Government of Balochistan, School Education Department, Quetta.
10. The PA to Additional Secretary (Admn/Dev./Schools), GoB, SED, (All)
11. Master File


 09/05/23
(ABDUL KHALIQ)
CHIEF PLANNING OFFICER