Termination of temporary appointment.

Contract appointment. Acting appointment. Probationary appointment. Work permit.

Allocation of teachers to schools. Promotion of teachers.

11.

12.

13

14.

15.

16.

17.

pensionable

and

permanent

of

Termination

appointment.

Types of appointment.

Employment of teachers.

8.

9.

10.

PART IV

**CONDITIONS OF EMPLOYMENT**

Educational qualifications.

Effective date for validity of educational qualifications. Lengthof service.

5.

6.

7.

**PART III**

**EDUCATIONAL QUALIFICATIONS**

Registration of Teachers

Removal from the Register

3.

4.

**PART II**

**REGISTRATION OF TEACHERS**

Citation and commencement

Interpretation

**Regulation**

1.

2.

PART I

**PRELIMINARY**

**of Regulations**

**Arrangement**

**2002**

**TEACHING SERVICE REGULATIONS**

LEGAL NOTICE NO.3 OF 2002

3

40.

41.

PART IX

**DISCIPLINE**

Application of this part

Charge of misconduct.

38.

39.

**PART VIII**

**RETIREMENT**

Retirement on medical grounds. Retirement of grounds of age.

with pay.

30.

31.

32.

33.

34.

35.

36.

37.

**PART VII**

**LEAVE**

Annual leave.

Leave without pay. Sick leave. Confinement leave. Special leave.

Study leave.

Conditions for study leave

Acceptance of scholarship.

23.

24.

25.

26.

27.

28.

29.

Responsibility of Service.

Duties of teachers. Hardship allowance. Responsibility allowance. Special needs allowance. Acting allowance.

Payment of salary.

**OF SERVICE**

**CONDITIONS**

**PART VI**

18.

19.

20.

2l.

22.

Teaching vacancies

Appointment of Principal

Emergency provisional appointment. Database of vacancies.

Transfer of teachers.

**PARTV**

**FILLING OF VACANCIES**

4

49.

50.

5!.

52.

53.

54.

**PART XI**

**MISCELLANEOUS**

Calling of witnesses.

Staff establishment in schools. Statistical returns

Non-compliance with these Regulations.

Appeals. Repeal.

45.

46.

47.

48.

PART X

**INSPECTION**

Powers of officers (Inspectors). Inspection of mination arrangements. Inspection at the request of the Board. Allegations against the Board.

absence.

42.

43.

44.

Suspension of a teacher.

Detention of a teacher.

Dismissal of teachers for unauthorised

*5*

established under section 144(2) of the Constitution of Lesotho,

1993;

"contract appointment" means appointment for a fixed period;

Commission

Service

Teaching

the

means

"Commission"

"appointing authority" in relation to a teacher means the

Commission in the case of a teacher appointed by the Commission or. in the case of a teacher appointed by an Education Secretary or Supervisor, that Education Secretary or Supervisor;

"certificated teacher" means a teacher who is registered under section 35 of the Act;

"Chief Education Officer" means the Chief Education Officer

(Teaching Service);

In these Regulations unless the context otherwise requires -

**Interpretation**

Service

date of

1. These Regulations may be cited as the Teaching

Regulations, 2002, and shall come into operation on the

publication in the Gazette.

**Citation and commencement**

PART I

**PRELIMINARY**

Minister of Education, make the following Regulations:

Pursuant to section 76 of the Education Act, 1995, I

**ARCHIBALD LESAO LEHOHLA**

**2002**

**TEACHING SERVICE REGULATIONS**

LEGAL NOTICE NO.3 OF 2002

6

"provisional appointment" means an appointment made to ensure

continuity of teaching while the normal process for filling a vacancy is carried out;

"registered teacher" means a person who holds a valid registration certificate as a teacher with the Teaching Service;

"Registrar" means the Registrar of the Examinations Council of

Lesotho;

"Service" means the Teaching Service established under section 31 of the Act;

"substantive post" means a permanently established post in the Service for which budgetary provision has been made with the Ministry of Finance, other than a post of replacement of a teacher on sick leave, confinement leave or study leave;

,

service, be converted to permanent terms;

"probationary appointment" means an appointment on temporary

terms which may, after a given period and subject to satisfactory

"Principal Secretary" means the Principal Secretary for the

Ministry of Education;

"permanent terms" means terms to which regulation 10 applies;

(ii)

(i)

Principal or Deputy Principal in the case of primary

schools, and

Principal, Deputy Principal or Head of a Department in the case of post-primary schools;

"doctor" means a registered medical practitioner;

"employer" means the Government of Lesotho in the case of a teacher paid by the Government, or the Proprietor in the case of a privately paid teacher in a school owned by a Church or the school proprietor in the case of a private or community school;

"Government" means the Government of Lesotho;

"Joint Reference Committee" means the committee established under section 71 of the Act;

"leadership post" means the post of -

7

applicant's good character.

institution or person of

(c)

1;

the Principal of an educational similar standing, testifying to the

to Schedule

letter from

hospital or other medical institution approved

Education Officer for this purpose and listed in

in a

a doctor

from

certificate obtained

a medical

Government by the Chief the appendix

a reference

certified copies of educational qualifications;

(a)

(b)

The application shall be accompanied by -

(2)

A person who wishes to be registered with the Service shall apply

to the Chief Education Officer in the form set out in Schedule 1.

3. (1)

**Registration of Teachers**

**PART II**

**REGISTRATION OF TEACHERS**

preclude his teaching in the type of school to which it is proposed

he be allocated or appointed.

which

restrictions

of registration contains

whose

would

means an uncertificated teacher

teacher"

"unqualified

certificate

under

"the Act" means the Education Act, 1995;

"uncertificated teacher" means a teacher who is registered section 37 of the Act;

terms" means terms to which regulation **11** shall

"temporary

applies;.

"substitute teacher" means a teacher appointed or allocated to a

school as a replacement for a teacher on sick leave, confinement leave or study leave;

"substitute allocation" means the allocation of a person to a school

as a substitute teacher;

If the application is not successful, the Chief Education Officer

shall inform the applicant in the form set out in Schedule 4.

(9)

3, which may contain restrictions

or classes which may be taught;

the

in

a certificate of registration

issue the applicant with

form set out in Schedule in relation to the subjects

(a)

(b)

register the applicant under section 37 of the Act; and

of

of

qualifications specified by the Minister under section 33

Act, the Chief Education Officer may, with the approval

Minister -

the

the the

If the application is successful but the applicant does not have

(8)

register the applicant under section 35 of the Act; and

issue the applicant with a certificate of registration in the form set out in Schedule 2.

(a)

(b)

the Chief Education Officer shall -

specified by the Minister in section 33 of the Act,

qualifications

has the

and the applicant

is successful,

If the application

(7)

inform

application,

(1) and, within 30 days of the receipt of the

the applicant of the decision reached.

under sub-regulation

Chief Education Officer shall consider an application made

The

(6)

to

would not preclude him from applying for appointment

the Teaching Service.

which

he is lawfully resident in Lesotho under conditions

(b)

(1) of the Act, as the case may be; and

in section 35 or 37

stipulated

he satisfies the requirements

(a)

expatriate applicant shall be registered on request if -

An

(5)

(2).

stipulated under sub-regulation

relation to the requirements

some evidence in

may request

Officer

The Chief Education

(4)

with Schedule 1 and sealed by the doctor.

Officer, it shall be enclosed in an envelope provided

Education

to the office of the Chief

by the applicant

delivered personally

(2) (b) is

[f the medical certificate referred to in sub-regulation

(3)

9

grant the application;

refuse the application; or

grant the application subject to conditions.

(a)

(b) (c)

(6)

(5)

(4)

(3)

(2)

Officer on the grounds stipulated in section 39 of the Act.

Where the Chief Education Officer removes a teacher's name from the register, he shall forthwith cause to be served on that teacher and on the proprietor of the school employing that teacher notice of such removal stating the reasons.

A teacher whose name has been removed from the register shall, within 30 days, return his certificate of registration to the Chief Education Officer.

An application by the teacher for the removal of his name from the register shall not be made a pre-requisite for the payment of any terminal benefit or gratuity.

A teacher whose name has been removed from the register may apply to the Chief Education Officer to have his name restored to the register.

On receipt of an application to restore a teacher's name to the register, the Chief Education Officer may either -

register by the Chief Education

name is removed from the

**from the Register**

A certificate of registration shall remain valid unless the teacher's

**Removal**

4. (1)

(c)

the Chief Education Officer shall re-register the teacher

under section 35 of the Act and issue a new certificate of registration set out in the form of Schedule 2; and

a new medical certificate shall not be required for such re­

registration.

(b)

Officer for re­

he may apply to the Chief Education

registration;

(a)

qualifications specified by the Minister in section 33 of the Act -

the

acquire

subsequently

should

(8),

sub-regulation

with

If a person registered under section 37 of the Act, in accordance

(10)

a documentary personal identity;

(a)

purpose of proving ownership of these qualifications, submit-

shall, for the

A person who holds educational qualifications

(4)

The Chief Education Officer shall maintain and publish a career

structure for the Service together with salary scales, qualifications and experience required for teachers.

(3)

educational qualifications referred to

shall be designated as a certificated

A person who holds the

under sub-regulation (I)

teacher.

(2)

to them from

equivalent

deemed

qualifications

educational

elsewhere.

teacher training institutions and prescribed by the Minister, and

obtained from the local

qualifications

educational

teachers'

The Chief Education Officer shall maintain and publish a list of

(1)

5.

**qualifications**

**Educational**

**QUALIFICATIONS**

**EDUCATIONAL**

**PART III**

effect from the date on which he ceased to be paid:

Provided that if as a result of an appeal the teacher's name is restored to the register subject to conditions, it shall be in the discretion of the employer whether he re-employs the teacher or pays him any salary in respect of the period when his name was off the register.

by reason of

forthwith be in full with

has been terminated

the register, he shall employer his salary

register, and if his employment

the removal of his name from re-employed and paid by his

(8)

Education Officer under sub-regulation (1) or (6) may, within 60

days of receipt of the decision, appeal to the Minister.

If as the result of an appeal a teacher's name is restored to the register, it shall be deemed never to have been removed from the

(7)

by the decision of the Chief

A teacher who is aggrieved

**II**

For salary and career structure purposes, a teacher's length of

service shall include teaching experience at any level, whether or not it is continuous and whether or not it is within Lesotho, provided that in the case of service outside Lesotho it is supported

7. (1)

**of service**

**Length**

Salary increments shall not be paid retrospectively for a period

longer than 2 months, except in cases where the delay was caused by the late issue of documents by the relevant examination authorities, or other unavoidable circumstances.

(6)

Where qualifications arc declared without supporting documents,

as in sub-regulation (4), they shall not be recognised for salary purposes until the documents are presented.

(5)

If the supporting documents are not available at that time, the

qualifications shall be declared with the footnote "documents to follow".

(4)

Qualifications existing at the time of registration shall only be

accepted if declared at the time of registration.

(3)

sub-regulation (1); or

the effective date of employment or assumption of duty.

(a)

(b)

educational qualifications, shall depend on -

based on

to remuneration,

An effective date for entitlement

(2)

shall be

the relevant authority, and any queries arising therefrom

referred to the Joint Reference Committee.

Educational qualifications shall be deemed to be existent and

valid as from the date of their conferment, stipulated on them by

(1)

6.

**date for validity of educational qualifications**

**Effective**

(b) original certificates or the official testimony issued by the

relevant examination authority if the actual certificates are not available.

I:

on permanent and pensionable terms;

on temporary terms;

on contract terms;

on acting appointment; or on probation.

(a)

(b) (c) (d) (e)

The appointment of a teacher may be -

8.

**Types of appointment**

PART IV

**CONDITIONS OF EMPLOYMENT**

shall also be

substitute post paid by the Government

included.

teacher on temporary terms in a

service as a certificated

(c)

was subsequently confirmed;

shall be included

appointment

service on probationary

provided the appointment

(b)

Commission, or prior to the coming into force of the Act, in

a teaching post paid by the Government, provided that this service includes a period of at least 10 years in which there is no break in service longer than 6 months;

Service

Teaching

the

the employment of

under

service since 1982 on permanent and

his total length of

pensionable terms

be

a teacher's length of service shall

(a)

For pension purposes -

(3)

is connected with

the quality of the

it

to

considered if, in the

Work outside the teaching field may be

opinion of the Chief Education Officer, education or is in other ways relevant teacher's work.

(2)

the Chief Education

by documentary evidence satisfactory to

Officer.

13

(9)

(8)

may direct that a teacher be appointed on temporary or contract

terms.

If a period of 12 months has elapsed between registration and first appointment to the Service, a teacher shall submit a new certificate of medical fitness.

A teacher shall be notified of his appointment by the form set out in Schedule 8 or 9, as the case may be.

(6), the Chief Education Officer

(7)

confirmed on permanent terms.

Notwithstanding sub-regulation

may be

which their appointments

who are citizens of Lesotho shall

temporary terms for a probationary

apply, certificated teachers

normally be appointed on period of 2 years, after

(6)

(·5)

A teacher who is appointed for a limited period may be appointed

on contract terms.

Apart from those teachers to whom sub-regulations (4) and (5)

for

teachers appointed provisionally pending due process

filling a vacancy, in accordance with regulation 20.

(d)

teachers above the age of 55 years;

(c)

expatriates;

(b)

uncertificated teachers;

(a)

on

of teacher shall be appointed

following categories

temporary terms -

The

(4)

the

may be negotiated between the employer and

other than the Commission may appoint a teacher

that teacher is registered, and the terms of such

An employer

on condition appointment teacher.

(3)

The terms of a teacher's appointment shall be determined by the

Director, Teaching Service Department in consultation with the

Chief Education Officer.

(2)

may appoint any registered teacher to the

The Commission

Service.

( 1)

9.

**Employment of teachers**

14

If an employer terminates a temporary appointment under sub­

regulation (l) (a), the employer shall state the reasons for the termination.

(2)

(c)

(b)

month's salary in lieu of notice;

irrespective of paragraph (a), at any time, by a written mutual agreement between concerned parties in the form set out in Schedule 13;

by the employer, at any time, without giving one month's notice, on the grounds of misconduct following due process.

or payment of one

Committee,

Board or Management

by an employer or a teacher, at any time, by giving one

month's notice, made in writing and copied to the School

(a)

A temporary appointment may be terminated -

11. (1)

**Termination of temporary appointment**

appointment under sub-regulation (1) (a), the employer shall state

reasons for the termination.

and pensionable

a permanent

an employer terminates

If

(2)

(c)

(b)

by an employer or a teacher by giving 3 months' notice,

made in writing and copied to the School Board or Management Committee, or payment of 3 months' salary in lieu of such notice;

irrespective of paragraph (a), at any time, by a written mutual agreement between concerned parties in the form set out in Schedule 13;

by an employer, at any time, without giving 3 months' notice, on the grounds of misconduct following due process.

(a)

A permanent and pensionable appointment may be terminated -

10. (1)

**Termination of permanent and pensionable appointment**

An uncertificated teacher shall teach at the level specified on his

registration certificate, which may be updated, from time to time, as circumstances may allow.

(10)

15

Where a leadership post becomes vacant, and no suitable person

with the necessary qualifications and experience can be found to

(3)

Where a holder of a leadership post is expected to be, or is absent

for more than 28 days, an acting appointment shall be made in the form set out in Schedule 14.

(2)

acting in a higher leadership post, another teacher shall be

appointed to act.

or is

When a holder of a leadership post is for any reason absent,

13. (1)

**appointment**

**Acting**

for

shall state reasons

regulation (1), the employer

termination.

sub­

such

If an employer terminates a contract appointment under

(2)

shall be made in respect of teachers with special skills,

competency or experience.

(f)

(e)

(d)

may be terminated irrespective of paragraph (b), at any time

by a written mutual agreement between the concerned parties and set out in the form set out in Schedule 13;

may be terminated by the employer, at any time, without giving 3 months' notice, on the grounds of misconduct following due process;

may be renewed;

(c)

the specified period, by giving 3

in writing and copied to the School

Committee, or payment of 3 months'

before the expiry of

months' notice, made Board or Management salary in lieu of notice;

(b)

shall be for such period as may be determined and specified

in the contract of employment;

may be terminated by an employer or a teacher, at any time

(a)

**appointment**

A contract appointment -

**Contract**

12. (1)

the discretion of the appointing authority whether or not to

require him to serve any further probationary period if he is re­

appointed after a break in service.

(7)

extend the probationary period; or

terminate the teacher's appointment.

a teacher's appointment has been confirmed, it shall be at

(a)

(b) Once

service has been

If the Commission finds that the teacher's

unsatisfactory, it may either -

(6)

Department to place that teacher on permanent and pensionable

terms, and the teacher shall be informed of the confirmation of his appointment using the form of Schedule 10.

Service

Teaching

the Director,

confirmed, it shall request

(5)

Commission that the teacher's appointment be confirmed.

If the Commission decides that a teacher's appointment should be

to the

report, recommend

considering the Chief Inspector's

may, after

Committee

Board or Management

The School

(4)

(3)

Management Committee for confirmation of his appointment and

on receipt of such an application, the Principal shall apply to the Chief Inspector of Schools for an assessment of the teacher's work. using the form set out in Schedule 11.

After arranging for an assessment of the teacher's work, the Chief Inspector of Schools shall address his report to the School Board or Management Committee, with copies to the teacher and to the Commission.

to the School Board or

his Principal

may apply through

(2)

A certificated teacher who is a citizen of Lesotho shall first be

appointed on temporary terms for a probationary period of 2 years.

On the completion of the two-year probationary period, a teacher

14. (I)

**appointment**

**Probationary**

(4) An acting appointment may be made for a period not exceeding one

year and may be renewed.

fill it. a person with lower qualifications or experience may be

appointed to act.

17

A teacher who is qualified for promotion may apply through the

Principal to his School Board or Management Committee and on receipt of such an application, the Principal shall apply to the Chief Inspector of Schools for an assessment of the teacher's work, using the form set out in Schedule 12.

17. (1)

**Promotion of teachers**

terminate the teacher's appointment.

the teacher to another school, or may

Committee, or may transfer

Of Management

Board

School

the

of

recommendation

on the

indefinite

it or make it

may extend

Commission

(4)

indefinite: or

for a limited period.

the expiry of an allocation for a limited period, the

(a)

(b) On

(2)

A teacher, once appointed by the Commission to the Teaching

Service, shall be allocated by the Commission to a school.

The allocation of a teacher to a school may be either -

16. (1)

**Allocation of teachers to schools**

(4)

(3)

In the case of a teacher employed by the Commission, if the

School Board or Management Committee wishes the teacher's employment to be extended, it shall request the Commission to approve the extension at least 6 months before the permit is due to expire.

If the Commission agrees to extend the teacher's employment it shall request the Director, Teaching Service Department to apply to the Ministry of Labour for the renewal of the work permit.

Renewal of a work permit has no contractual obligations on the employer.

(2)

It shall be the duty of the employer to apply, through the Chief

Education Officer. for a work permit on behalf of an expatriate teacher, and to ensure that it is renewed when necessary.

15. (1)

**\\ ork permit**

(5)

(4)

(3)

opportunity, using a form designed by the Commission which

will be similar to Schedule 15.

Any person who wishes to be considered for a vacancy at a particular school shall apply to the School Board or Management Committee through the Principal.

On receiving notice of a vacancy, the Commission may, if it knows of any serving teachers who may be suitable and available for transfer, offer such teachers to the School Board or Management Committee for their consideration, using a form similar to that set out in Schedule 24.

The School Board or Management Committee may invite such teachers, if any, and any other applicants for interview.

at the earliest

Committee

or Management

Board

School

18. (1)

(2)

This regulation applies to teachers appointed by the Commission.

If a vacancy should occur, or be expected at a known future date, the Principal shall report the vacancy to the Commission and the

**Teaching vacancies**

**PARTV**

**FILLING OF VACANCIES**

(5)

(4)

(3)

After arranging for an inspection of the teacher's work, the Chief

Inspector of Schools shall address his report to the School Board or Management Committee, with copies to the teacher and to the Commission.

The School Board or Management Committee may, on the advice of the District Education Officer, recommend to the Commission that the teacher be promoted.

The Commission may promote a teacher in accordance with the career structure referred to in regulation 5 (3).

If such promotion is to a leadership post, it shall be implemented only when a suitable leadership vacancy is available, and the teacher is selected for it in accordance with the procedures of

regulation 18.

(2)

19

appropriate terms of employment,

Department to determine the

Service

Teaching

Director.

the

request

Commission shall

( (2)

the

to the Service.

a teacher

to appoint

After deciding

period, stating their reasons.

the allocation be for a limited

Management Committee may recommend to the Commission that

or

Board

(10), the School

sub-regulation

Notwithstanding

(11)

If the vacancy was caused by the departure of a teacher on sick

leave, confinement leave or study leave, the allocation of the replacement teacher shall be for a limited period, to expire when the previous teacher is expected to return and in other cases, the allocation shall normally be indefinite.

(10)

accept the recommendation; or

over-rule the School Board or Management Committee and allocate a serving teacher to the school.

(a)

(b)

(9)

serving, the Commission shall appoint him to the Service, and

then allocate him to the school.

If the School Board or Management Committee recommends the appointment of an applicant who is new to the Teaching Service when a teacher already serving is available and willing to accept the post, it shall state its reasons to the Commission and.

the Commission may, at its own discretion, either -

Board or Management Committee, and the teacher is

serving, the Commission shall allocate him to the school, form similar to Schedule 23 and if the teacher is not

School

already using a already

of the

(8)

Committee using a form similar to Schedule 6.

If the Commission accepts the recommendation

Board or Management

School

through the

Commission

(7)

**In** the case of a leadership post, the School Board or Management

Committee shall submit its recommendations on a form similar to

Schedule 18. and the applicant shall submit his application to the

shall submit an application to the Commission

School Board or Management Committee using a to Schedule 5.

Service. he

through the form similar

Schedule 17 and if

the Commission, using a form similar to

the recommended applicant is new to the

to

recommendation

post, it shall then submit its

teaching

In the case of a

(6)

'0

may request the Commission

Committee

Management

the School

begins.

when a school session

unfilled

or remain

Board or to make an

a \ acancy should occur during a school session.

**appointment**

Emergency

~(). ( I) I f

work as the

the case may be. citing unsatisfactory

with regulation J 0

in accordance

his appointment

terminate

or 11. as reason.

**provisional**

(b)

accompanied by a transfer to another school; or

being

normally

demotion

such

rank.

post or lower

(a)

teaching post

demote him to a classroom

it may either-

or to a leadership

should be discontinued,

appointment

Principals

that a

(~)

with a view to establishing the suitability of the post-holder.

If. after due process. it is the view of the Commission

of regulation 45. at intervals of not more than 5 years.

provisions

under the

reviewed

(~)

paid by the Government.

The work of the Principal shall be routinely

Officer, employ a Principal who will not be

the Chief Education

with the approval of the Commission and with the agreement of

may.

Notwithstanding of sub-regulation (1). a school proprietor

(2)

of regulations

with the procedures

in accordance

the Principal shall be selected and appointed

the

the

18.

by

by

in a school are employed

of the teachers

Where some

Commission. Commission

19. (1)

**of Principal**

**Appointment**

re­

be

Board

both itself and the School

may cause the post to

to

it

finds no candidate acceptable

or Management Committee. ad verti sed.

(5), and (13), if the Commission

sub-regulations

(14) Notwithstanding

Committee.

School Board

the

of

recommendation

the

before deciding whether or

work

teacher's

of the

Inspectorate

to accept

Management

by

into consideration an assessment

and

require

may

the not or

post. the Commission

for a leadership

is

take

(1 ~) Ir the \ acancv

using Schedule 8.

Committee.

and to inform the teacher and the School Board or Management

21

shall be free to apply for the

with other applicants.

(8)

and

provisional appointment

Teaching Service Department

If the vacancy exists, the Director.

shall inform the teacher of his arrange for payment of his salary.

A teacher appointed provisionally vacancy and to be considered along

(7)

(6)

assumed duty, whichever is the later.

After making a provisional appointment. the Commission shall request the Director, Teaching Service Department to verify that a vacancy genuinely exists on the school's staff establishment.

or the date on which the teacher

to the Commission,

take effect from the date on which the vacancy was reported

(b)

as

of

be for a period of 60 school days, or such shorter period

may be required to fill the vacancy by the process regulation 18.

(a)

(.5)

to

duration of his provisional appointment, so as to allow him

teach the classes and subjects required.

A provisional appointment shall -

certificate of registration for the

conditions on this teacher's

teacher. it shall request the Chief Education Officer to relax the

an unqualified

provisionally.

appoints,

If the Commission

(4)

condition that in the case of an expatriate, this does not breach the

conditions of his admission into Lesotho.

teacher or an expatriate, on

provisionally, an unqualified

appoint,

of the School Board or Management Committee,

(3)

(2)

emergency provisional appointment or allocation of any available

registered teacher, using a form designed by the Commission. similar to that set out in Schedule 19.

If a registered teacher is available who is not currently within the Service, the Commission may appoint this teacher provisionally. using a form designed by the Commission, similar to that set out in Schedule 9 on temporary terms and if a serving teacher is available, the Commission may transfer him provisionally using a form similar to Schedule 23.

If there is no registered local teacher available who can teach the required subjects, the Commission may, on the recommendation

22

Notwithstanding sub-regulation (2) (a) and (b), a transfer may be

effected at shorter notice by agreement of the parties concerned.

3)

for any other teacher, one month.

(b)

for a teacher employed on permanent and pensionable terms

and on indefinite allocation to the school, 3 months;

(a)

1.2)

**Transfer**

I I)

(7)

telephone.

Absence of suitable names from the list of applicants on the database shall be taken as evidence that teachers are not available.

**of teachers**

This regulation applies to teachers appointed by the Commission. The period of notice for a transfer shall be -

re-confirmed and re-confirmation may be done by

unless

(6)

(5)

Service may submit their names for inclusion in the database,

using the form set out in Schedule 7.

A list of applicants shall be made available to the Principal of any school, on request.

Data on both vacancies and applicants shall lapse after 2 weeks

wishing to join the

(4)

circumstances warrant.

Teachers seeking transfer and applicants

if

and more often

week,

at least each

information

the

16 and it shall update

Offices, using the form set out in Schedule

(3)

18 (2), the Commission shall cause the vacancy to be entered in

the database.

The Teaching Service Department shall publish a list of reported vacancies on notice boards at its office, and at District Education

(2)

vacancies in schools;

serving teachers who are available for transfer; and applicants wishing to join the Service.

receiving notice of a vacancy in accordance with regulation

(a)

(b) (c)

On

**of vacancies**

The Teaching Service Department shall maintain a computerised database of-

**Database**

21. (1)

If the Commission agrees to the transfer. it may delay its

implementation until a suitable vacancy is found.

( 13)

(12)

Notwithstanding the agreement or disagreement of the teacher,

the Commission shall decide whether or not to carry out the transfer.

to

The teacher may', if he wishes. agree to the transfer subject

specified conditions.

( 11)

to

The teacher shall indicate on the form whether or not he agrees

the transfer.

(10)

of

by the Commission as good reasons for requesting the transfer

a teacher.

Allcgations of inefficiency or misconduct shall not be acceptable

(9)

If the School Board or Management Committee wishes a teacher

to be transferred to any other school where there may be a vacancy. it may apply to the Commission using the form set out in Schedule 22. giving due notice and stating its reasons.

(8)

21. and giving due

Committee. using the form set out in Schedule

notice.

Management

or

Board

School

his

through

Commission

(7)

If a teacher wishes to apply to the Commission for transfer to any

other school where there may be a vacancy. he shall apply to the

signify its agreement.

shall

school

present

of the teacher's

Committee

Management

the

the form set out in Schedule 20. to which

for the transfer of the

the Commission an application

to

in or

submit

teacher

Board

he has applied shall

of the school to which

Committee

or Management

the Board

If the application is successful,

(6)

Committee

Board or Management

due notice to the

school.

having given

of his present

that school through the Principal.

Committee of

choice, he shall apply to the Board or Management

school of his own

to another

wishes to transfer

If a teacher

(5)

Except by agreement of the parties concerned. a transfer shall

normally take place at the end of a school session.

(4)

24

required by the Principal in any matter affecting the general work

and welfare of the school including such sporting and extra-mural activities as may be conducted for the benefit of the pupils.

during school hours and on the school premises, take

his duties

part when

to the performance of

(2)

qualifications and experience.

A teacher shall, in addition

teacher's

to such

appropriate

subject

in any

and

class

teacher to give instruction in any

The Principal may require a

24. (1)

**Duties of teachers**

(4)

The Principal shall be responsible for the day to day management

of the school on behalf of the School Board or Management

Committee.

The Deputy shall act as Principal whenever the Principal is absent.

(3)

The School Board or Management Committee shall carry out its

duties in accordance with the provisions of the Act.

(2)

A teacher employed in the Service shall, during the period of

employment, be responsible to the School Board or Management

Committee of the school to which he is allocated.

23. (1)

**of Service**

**Responsibility**

**OF SERVICE**

**CONDITIONS**

**PART VI**

A teacher shall be notified of his transfer by the Commission,

using a form designed by the Commission similar to that set out in Schedule 23.

(16)

A teacher shall not transfer to another school without the approval

of the Commission.

(15)

exigencies of the Service.

may transfer a teacher at any time on the

The Commission

(14)

25

(2)

responsibility allowance.

The responsibility allowance shall be paid where a leadership post is held for a period of 28 days or more.

shall be paid an allowance to be known as the

Regulations

26. (1) A teacher who acts in a leadership position but does not possess

basic educational qualifications referred to under Part III of these

**allowance**

**Responsibility**

(4)

responsible for finance, determine the hardship allowance.

Where ~

(a) a teacher transfers from a school in a designated hardship area to a school in an area not so designated; or

(b) the location of the school to which a teacher is allocated ceases to be designated as a hardship area,

the hardship allowance shall cease to be paid to the teacher.

the Minister

with

consultation

shall, after

Minister

The

(3)

(2)

(1)

25

**allowance**

A teacher allocated by the Commission to a school located in an area designated as a hardship area shall be paid an allowance to be known as a hardship allowance.

The Principal Secretary shall, from time to time, issue a list of schools located in designated hardship areas.

**Hardship**

(e)

not engage in his own private business during school hours;

not use to excess any intoxicant drinks;

not use any illegal drugs at any time;

at all times show due respect to those in authority over him, to his colleagues and to his pupils; and

refrain from any immoral or insubordinate actions.

(a)

(b) (c) (d)

(5)

A teacher may be required to attend approved training courses or

workshops, or to carry out reasonable duties during the school vacation or during week-ends.

A teacher shall ~

(3)

26

resignation, death or any other cause.

transfer,

absence.

caused by unauthorised

discrepancies

(5)

(4)

(3)

A teacher is paid a monthly salary in arrears.

A teacher may be paid salary or any other remuneration by cheque or bank transfer bearing the name of the teacher as indicated in the contract of employment.

It shall be the duty of the Principal to arrange for the collection of all salary cheques or pay-slips, as the case may be, from the Teaching Service Department, for distribution to teachers.

The Principal shall return each month to the Teaching Service Department the original copy of a list bearing the full names and signatures of teachers who have received their cheques or bank transfers as salaries for the previous month.

Subject to sub-regulation (4), the Principal shall indicate any

29. (I)

(2)

**of salary**

**Payment**

(3)

teacher's current salary and the first notch of the position in

which the teacher is acting.

The acting allowance shall be payable where the teacher acts for a period of 28 days or more.

the

between

shall be the difference

(2)

a leadership post shall be paid an acting

A teacher who acts in

allowance.

The acting allowance

28. (1)

determine the special needs allowance.

responsible for finance,

**Acting allowance**

Minister

with the

consultation

after

shall,

Minister

The

(2)

employed by the Commission to do so shall be paid an allowance

to be known as a special needs allowance.

teach persons with special needs and

A teacher trained to

27. (1)

determine the responsibility allowance.

responsible for finance,

**Special needs allowance**

Minister

with the

consultation

after

shall,

Minister

(3) The

27

recommends that a teacher be granted Special Leave in

excess of 15 days;

Committee

Board or Management

School

a

where

(e)

(d)

(c)

where a serving teacher is temporarily without a vacancy;

where a teacher wishes to accept a teaching post within

Lesotho paid by a school proprietor;

where a teacher wishes to pursue a course of study but study leave with pay can not be granted;

where a Medical Board recommends the extension of a teacher's sick leave beyond a period of one year;

(a)

(b)

3 I. (1) Leave without pay may be granted at the discretion of the Chief

Education Officer -

teacher shall take his leave shall be approved by the Principal,

and the dates on which a Principal shall take his leave shall be approved by the School Board or Management Committee, as the case may be

**Leave without pay**

(1) and (2), the dates on which a

Subject to sub-regulations

(3)

The leave referred to in sub-regulation (1) shall not be carried

forward from year to year, and shall be taken only during the school vacation.

(2)

full

A teacher shall be entitled to 30 days annual leave with

salary in every year.

30. (1)

**leave**

**Annual**

**PART Vll**

**LEAVE**

teacher's salary monthly instalments not exceeding 20% of

teacher's salary until the over-payment is fully recovered.

from

by deducting

money overpaid shall be recovered

the

the the

(7)

the

A teacher who dies shall be entitled to the full salary for

month in which he dies.

If a teacher is overpaid a salary or any other remuneration,

(6)

28

by 6

months followed

period of 6 consecutive

months with half pay.

(6)

may be granted sick leave with full pay up to a

A teacher

maximum consecutive

(c)

(b)

than 15 days -

the School Board or Management Committee may apply to the Commission for a temporary substitute teacher;

such substitute teacher shall be appointed in accordance with regulation 20;

if the period of sick leave exceeds 60 school days, a substitute teacher shall be selected in accordance with regulation 18.

more

(a)

(5)

(4)

(3)

(2)

Beyond the limit stipulated in sub-regulation (1), the Principal

may grant a teacher sick leave with full pay on production of a doctor's certificate.

The Principal may in any case require a doctor's certificate if he suspects that the request for sick leave may not be genuine.

If the sick leave continues for more than 30 days, the Principal shall inform the Director, Teaching Service Department.

**If** a teacher is certified by a doctor as unfit for duty for a period of

may grant a teacher sick leave with full pay for a

exceeding 3 consecutive days, not more than once of a year.

32. (1) The Principal

period of not in any quarter

Management Committee, which

**Sick leave**

leave without pay shall apply to

through his School Board or shall add its recommendation.

wishing to apply for

Education Officer

(4)

continuous period not exceeding 6 months.

maximum

A teacher the Chief

(3)

(2)

(f) where, in the view of the Chief Education Officer, such

leave would be to the benefit of the Service.

A teacher on leave without pay shall apply through the Chief Education Officer to the Minister for approval before accepting paid employment outside the Service.

Time served on leave without pay shall be counted as service for the purpose of salary increments and career structure up to a

The School Board or Management Committee may, where a

teacher shows good cause and the Principal recommends, grant

34. (1)

Special leave

(5)

regulation 20.

If a teacher is certified by a doctor as unable to resume duty on the expiry of confinement leave, she shall be entitled to sick leave which shall commence on the expiry of the confinement leave.

with

may be made in accordance

appointment

provisional

(4)

(3)

months in advance.

The School Board or Management Committee may request the Commission to appoint a substitute teacher, using the form set out in Schedule 25.

If, by the time the confinement leave begins, the Commission has been unable to appoint a substitute teacher, an emergency

Committee of her expected date of delivery 3

Management

A female teacher shall notify, in wntmg, her School Board or

(2)

not

leave

confinement

may be granted

A female teacher

exceeding 90 days.

33. (1)

him

that his

of a teacher renders

to the Commission

Board to determine

reasonable belief that the state of health

unfit to perform his duties, recommend the teacher be referred to a Medical fitness.

**Confinement leave**

The School Board or Management Committee may, if it has

(8)

with

he may be retired on medical grounds in accordance

regulation 38.

(7)

Commission that he be referred to a Medical Board to determine

his fitness to perform his duties.

If the Medical Board recommends extension of the sick leave of a teacher referred to it under sub-regulation (7), that sick leave shall be granted without pay for a further 6 months, after which

to the

shall recommend

Committee

Board or Management

If a teacher is unable to resume work after the period of 12

consecutive months mentioned in sub-regulation (6), the School

(6)

(6)

Provided that if the teacher was allocated for a limited period to

that school prior to his study leave, he shall not be permitted to return unless the school has a vacancy.

If for any reason a teacher completing study leave does not return to the school where he was formerly allocated, he shall be free to apply for vacancies at any other school, failing which he shall accept allocation to wherever the Commission may send him.

(b)

notify the Board or Management Committee of the school

to which he was formerly allocated, indicating whether or not he wishes to return to that school;

notify the Commission, indicating whether or not he wishes to return to the same school:

(a)

(5)

(4)

(3)

The Chief Education Officer may grant a teacher study leave with

or without pay to allow him to pursue any course of training conducive to the interests of the Service.

Where an application for study leave has been granted, the Chief

Education Officer shall inform the Commission.

Study leave shall normally start on 1 July and end on 30 June, or else start on 1 January and end on 31 December.

Six months before his course is due to end, a teacher on study leave shall -

(2)

A teacher wishing to take study leave shall apply to the Chief

Education Officer through his Principal at least 6 months in advance, using the form set out in Schedule 27.

35. (I)

**Study leave**

A teacher shall apply for special leave in the form set out In

Schedule 26.

(3)

Where a special leave is granted, it shall be entered into the

teacher's record.

(2)

special leave of a maximum period of 15 days with full pay in a

year on compassionate grounds.

JI

A teacher who is granted study leave with pay shall -

(2)

the teacher is required by Government policy to undergo

training.

(f)

there are sufficient funds to support the proposed training;

(e)

(d)

satisfactori Iy for a period of at least .)

(ii) has served

years;

the teacher is below the age of 50 years;

,..,

2

sati sfactoril y for a continuous period of at least years; or

teacher's certificate and has served

holds a

(i)

(c)

Service, or is in conformity with the current policy on

training of teachers;

the teacher either -

of the teacher

the Teaching

the training involved is relevant to the duties

and consistent with the expected needs of

(b)

a substantive

the teacher is a citizen of Lesotho occupying

post in the Service;

(a)

The Chief Education Officer may grant study leave with pay if -

36. (1)

concerned agree otherwise, the transfer will take place at the end

of a school session.

**Conditions for study leave with pay**

provided that unless the parties

leave during this time;

teacher, the returning teacher shall be deemed to be still on study

or terminated to make a place for the returning

transferred

(8)

school to which he was formerly allocated, also the Commission,

indicating whether he wishes to return to that school.

If a period of notice is required before any teacher can be

Committee of the

inform the School Board or Management

If a teacher on study leave fails his exams, or for any other reason

be required to end his course prematurely he shall immediately

(7)

:)2

referred to a Medical Board.

School Board or Management Committee has reasonable

that a teacher should be retired on medical grounds, it may a recommendation to the Commission that the teacher be

If the

belief make

(2)

A teacher who wishes to retire on medical grounds shall submit a

medical report in support of his request to the Commission through his School Board or Management Committee.

38. (1)

**Retirement of teachers on medical grounds**

**PART VIII**

**RETIREMENT**

A teacher who takes up award of a scholarship without having

been granted study leave shall be deemed to have deserted his post.

(2)

A teacher shall not take up award of a scholarship or an invitation

to attend any form of training or a seminar unless he has been granted study leave with or without pay in accordance with regulations 35 or 36.

37. (l)

period in which he is repeating a part of the course.

**Acceptance of scholarship**

allowance for any

training. he shall not be entitled to dependants'

teacher who is granted study leave should fail a course of

If a

(3)

of his course of training.

completion

at the end of each

Officer

Education

until the

(c)

study leave;

to the Chief academic year

allowance paid to him during his

submit the performance report

repay the

shall

failing which the teacher

leave,

study

of a course of training,

least a period equivalent

on completion

Service for at

(b)

pertaining;

serve in the Teaching to the period of paid

calculated in accordance with the rates

thereafter dependants' allowance

and

traming.

the

equivalent to full salary for the first 6 months of

allowance

to receive an

be entitled

during the course of training,

(a)

.3.3

issue a verbal warning;

issue a wri tten warning; or

(a)

(b)

shall

Committee

teacher, the School Board or Management

investigate these allegations, and may -

Where there are allegations of breach of discipline against a

41. (1)

This Part appliesto teachers employed by the Commission.

Jurisdiction in the case of other teachers lies with the employer.

**of misconduct**

40. (1)

(2)

**Charge**

**Application of this Part**

PART IX

**DISCIPLINE**

shall cause payment of the teacher's salary to be stopped.

authority, and in these circumstances the Chief

the Service after

of the appointing

Education Officer

(5)

with the end of a school session.

offence for a teacher to remain in retirement age without the approval

coincide

It is an attaining

The School Board or Management Committee may recommend

to the Commission that the retirement date of a teacher should

(4)

If an employer extends the service of a teacher beyond the age of

65 years in accordance with section 55 (4) of the Act, the Chief Education Officer shall, on the request of the employer, maintain the name of that teacher on the register.

(3)

If the School Board or Management Committee wishes a teacher

to continue working after the age of 65 years, and the teacher is willing to do so, it may request the Commission to extend the teacher's service in accordance with section 55 (4) of the Act.

(2)

A teacher who wishes to retire at any time after reaching the age

of 55 years shall apply to the Commission through his School Board or Management Committee at least 6 months before his intended date of retirement.

39. (l)

**Retirement on the grounds of age**

34

to charge

If the School Board or Management Committee decides

a teacher-

3)

or at an

with The

or provided answers to any person prior to,

examination, or interfered in any other manner conduct of examinations.

disclosed or divulged the contents of any examination paper

(i)

absented himself from duty without good cause; or

(h)

conducted himself improperly in his official capacity or in

any way that affected adversely the performance of his duties as a teacher or that brought the Service into disrepute;

(g)

accepted appointment to any position in or connected with a

committee or branch of any political party;

(f)

used his position as a teacher to further private or party

political aims or to encourage disobedience or resistance to laws of Lesotho;

(e)

was convicted of any criminal offence involving moral

turpitude;

(d)

disclosed confidential information acquired in the course of

his duties otherwise than in the discharge of such duties;

(c)

by any act or omission failed or refused to comply with a

provision of any law which provides that such a failure or refusal by a teacher is a breach of discipline or misconduct;

(b)

by any act or omission failed or refused to comply with a

provision of the Act;

(a)

A charge of misconduct may be issued if it is alleged that the

teacher either -

(2)

Schedule 28.

usmg the form set out in

Issue a charge of misconduct,

(c)

35

enclosing a copy of Schedule 29 and a copy of the minutes of the

meeting at which the decision was taken to suspend the teacher.

of the circumstances leading to the suspension,

Commission

The School Board or Management Committee shall, within 7

days of suspending a teacher under sub-regulation (1), inform the

(2)

discipline against the teacher, suspend the teacher from duty,

using the form set out in Schedule 29.

or

of any suspicion

investigations

may, pending

of breach of

Committee

allegation

The School Board or Management

42. (l)

**Suspension of a teacher**

his defence.

and prepare

off duty to meet his legal representative

Committee shall allow the teacher reasonable

or

time

Board

School

the

(5),

sub-regulation

Notwithstanding

Management

(6)

of the Commission is awaited.

while the decision

teacher shall continue with

regulation

with

duties

in

the teacher

to suspend

decides

42, the

also

Committee

Management

accordance his normal

Unless the School Board or

(5)

Commission.

the

to

reply

teacher's

the

forward

shall

Chairman

The

(4)

teacher's response is required, which shall not be less than

14 days.

shall specify a time limit within which the

the notification

(d)

to the

written

the notification shall require the teacher to submit

Chairman, with a copy to the Commission, a admission or denial of the charge;

(c)

breach of discipline which gave rise to the charge;

alleged

of the

shall contain an explanation

the notification

(b)

of the charge in the

copy to the Commission, a notification

form set out in Schedule 28;

the Chairman shall cause to be served on the teacher, with a

(a)

36

Management Committee shall submit to the Commission a full

report of the teacher's absenteeism,

Board or

days, the School

working

than 20 consecutive

If a teacher is absent from his duties without permission for more

.:.-+ (I)

**Dismissal of teachers for unauthorised absence**

If the period of detention exceeds 60 school days, a substitute

teacher shall be selected in accordance with regulation 18.

(4)

The substitute teacher shall be appointed in accordance with

regulation 18.

(3)

Commission for a temporary substitute teacher.

Committee may apply to the

School Board or Management

If a teacher is detained for a period of more than 15 days, the

(2)

obligations between itself and the teacher.

the

relieve

automatically

shall not of itself

of any contractual

by the State

Commission

of a teacher

Detention

-13.(1)

**Detention of a teacher**

resume

immediately

removal from his post, he shall

imposes a penalty which does

and the Commission

by the

is found guilty

who has been suspended

If a teacher

Adjudicator, not involve his duties.

(7)

resume

he shall immediately

charges

acquitted of the

his duties.

is

who has been suspended

If a teacher

against him,

(6)

Commission

appeal against the suspension may appeal

in the form set out in Schedule 30.

to

wishes

(1) and

to the

under sub-regulation

A teacher who has been suspended

(5)

at any time, in which

The Commission may cancel the suspension

case the teacher shall resume his duties.

(4)

lapse and the teacher shall report for duty.

the suspension shall

if not,

be charged;

(l) shall, within

under sub-regulation

A teacher suspended

days of the suspension,

(3)

37

14

inform the School Board or Management Committee of the

invitation.

(b)

within 21 days of the receipt of the report referred to in sub­

regulation (3), invite the teacher to submit a response to the allegations made;

(a)

The appointing authority shall -

(4)

referred to in sub­

does not improve to shall report to the report to the School

If, 8 weeks after the givmg of the advice

regulation (1), the performance of the teacher the satisfaction of the officer, the officer appointing authority and submit copies of the Board or Management Committee.

(3)

If sub-regulation (l) is applicable to the Principal, a copy of the

advice shall be sent to the School Board or Management

Committee.

(2)

and to the School Board or

the advice to the Principal

Management Committee.

a 'copy of

officer may advise the teacher in writing and submit

the

is in breach of discipline,

(c)

is incompetent; or

(b)

is neglecting his duties;

(a)

Act has

the

14(1) of

If an officer appointed under section

reasonable belief that a teacher -

45. (l)

**of officers (Inspectors)**

**Powers**

PART X

**INSPECTION**

summarily or otherwise.

appointment

teacher's

the

to

sub-regulation (1), decide whether

referred to in

the report

terminate

shall, after considering

The Commission

(2)

38

misusing its powers,

(b)

neglecting its duties; or

(a)

Committee, or any of its individual members, is either -

the School Board or Management

If the Principal believes that

48. (l)

**Allegations against the Board**

under the procedures of regulation

of Schools

the Chief Inspector

incompetent, it may request

send an officer to investigate,

45.

or

duties,

his

that any teacher is neglecting

suspect

to

is to

has reason

If the School Board or Management Committee

47.

**Inspection at the request of the Board**

regulation 45 (4) and (5).

with

in accordance

shall take action

authority

appointing

The Registrar may make a report to the appointing authority, with

a copy to the School Board or Management Committee and the

(3)

malpractice, he shall report his findings to the Registrar.

of examination

form

or any other

or assisted in the leakage of

permitted

through negligence

confidential material

or

If such officer suspects that any teacher has deliberately

(2)

material is stored in the school, to inspect

arrangements.

in progress

when examinations are

time

reasonable

confidential examination

Registrar shall be permitted to enter a school's premises at

the

any or the

by

arrangements

given the duty to inspect examination

An officer of the Examinations Council of Lesotho who has been

46. (1)

**Inspection of examination arrangements**

action to take.

an appropriate

determine

if any, from the teacher,

response,

The appointing authority may, after considering the report and the

(7)

39

required to justify its current establishment.

in a school at any time if he finds that the

maintain its enrolment up to the levels

of

Officer may reduce the establishment

The Chief Education

government-paid staff school has failed to

(4)

to

Approval for an increase in establishment shall be subject

availability of funds.

(3)

of

for the increase and a forecast of the enrolment in terms

number of students and number of streams.

If a School Board or Management Committee wishes to apply to

the Chief Education Officer for an increased establishment, it shall provide by 1 November of the preceding year a justification

(2)

which he shall publish.

staff in each school, according to a formula

government-paid

The Chief Education Officer shall determine the establishment of

50. (1)

**Staff establishment of schools**

The procedure relating to the calling of witnesses stipulated under

the Criminal Procedure and Evidence Act 19822 shall apply.

49.

**of witnesses**

**Calling**

PART XI

**MISCELLANEOUS**

After the investigation, the Chief Education Officer shall take

whatever action, if any, he considers appropriate.

(4)

On receipt of such a report, the Chief Education Officer shall, in

consultation with the Education Secretary or representative of the proprietor, arrange for an investigation of the allegations.

(2)

*t.:* may report his allegations in writing through the Chief

inspector of Schools to the Chief Education Officer, with a copy to the Education Secretary or other authorised representative of the proprietor.

The Teaching Service Regulations 19863 are repealed.

**Repeal.**

54.

Appeals under these Regulations shall, as far as the circumstances

of the case may permit, be in the form set out in Schedule 30.

**Appeals**

53.

regarded as a breach of discipline, and such person

charged with misconduct.

shall be

may be

Failure

52.

**with these Regulations**

by any person to comply with these Regulations

in each

Department so

Service

year.

**Non-compliance**

as to arrive before zo" March

for submitting them to the Teaching

annual

responsible for completing the

The Principal shall be

statistical returns, and'

51.

of the

within

inadequate to sustain a school

where there is no other school

the population may be

normal enrolment, and reasonable distance.

**Statistical returns**

may give special consideration to schools in remote areas where

sub-regulation (1), the Chief Education Officer

Notwithstanding

(7)

(6)

transferred to other schools.

If the School Board or Management Committee fails to respond to such a request, the most recently allocated teacher or teachers shall be transferred.

which teachers should be

to the Commission

recommend

In the event referred to in sub-regulation (4), the Chief Education

Officer shall ask the School Board or Management Committee to

(5)

41

L.N. No. 180 of 1986

3.

Act No.9 of 1981

2.

Act No 10 of 1995

l.

NOTE

ARCHIBALD LESAO LEHOHLA

MINISTER OF EDUCATION

..+2

------------------------------------------

Mailing Address

~

Citizenship (Country)

-------------------------------------------

Marital Status

Sex(NUF)

Place & Country of Birth

*\_*

Date of birth *(DIMJy)*

~

Maiden name (if any)

\_

Surname ------------------------------------------------

First name( s)

Section A: Personal Details

**that time will not be accepted later.**

**but not declared at**

**existing at the time of registration**

**FOLLOW".**

**TO**

**"DOCUMENTS**

**with the note**

**qualifications**

**Qualifications**

**the**

**must declare**

**you**

**are unavailable**

**any documents**

**If**

**NOTE:**

identity documents.

a Commissioner for Oaths, and a certified copy of your

Complete all sections in CAPITAL or typewriting.

Send the completed form to the Chief Education Officer, Teaching Service,

Private Bag A94, Maseru 100. Attach a medical certificate in the envelope provided, and sealed by the doctor, also copies of all certificates certified by

**SERVICE**

**THE TEACHING**

**WITH**

**APPLICA TION FOR REGISTRATION**

**SCHEDULE 1**

**Regulation** 3 (1)

**Record of Service** (Certified copies of records of

service obtained from state authority must be provided)

**Section D:**

Institution Year of Attendance

Duration

Course

**Short Term Courses Attended**

**Section C:**

Grade of Pass Medium ofInstruction

Year of Award

Certificate

Awarded

**Qualifications (Secondary education onwards in**

**chronological order)**

**Section 8:**

-+

\_

1.

Address

Position

Name

**Referees**

**Section G:**

Have you ever been convicted ofa criminal offence?YES/NO (Circle appr.)

If YES give reasons on a separate sheet.

YES/NO (Cirsle appr.)

Have you ever been dismissed from a post?

If YES give reasons on a separate sheet.

YES/NO (Circle appr.)

Have you ever been suspended from duty?

If YES give reasons on a separate sheet.

**Section F: Other details**

Extra-curriculum activities: -----------------

\_

Subjects:

**Subjects**

**Teaching**

**Section E:**

From

Position

District/

Country

School

*(MlY)* To *(MlY)*

Date Stamp

Director, TSD

Signed

delete those which do not apply

•

\_

grounds

rejection on the following

I recommend

•

37 of the Act

registration under Section

I recommend

•

35 of the Act

registration under Section

I recommend

•

-------------------------------

Date received

**For official use:**

--------------------

Date

Signed:

Name (print)

\_

and

(number) certified copies of certificates

application

testi monial s

I certify that all the information supplied in this Application Form is correct

and that I have been aware that certificates referred to. I attach with this

**Declarations by Applicant**

'.)...---------------------

**unopened to the Chief Education Officer, failing which the medical**

**certificate may be rejected.**

**presented**

**NOTE: This envelope should he sealed by the hospital, and**

**The Chief Education Officer (Teaching Service)**

**Teaching Service Department**

**Private Bag A 94**

**Maseru 100**

(Name)

**FOR**

**CERTIFICATE**

**MEDICAL**

CERTIFICATE

FOR MEDICAL

ENVELOPE

Hospital

Mokhotlong

Maseru

Queen Elizabeth 11 Hospital,

Butha-Buthe Hospital Leribe Hospital T eyateyaneng Hospital Mafeteng Hospital Mchale's Hoek Hospital Quthing Hospital

Qacha's Nek Hospital

**HOSPITALS**

**APPROVED**

**LIST OF**

**1**

**APPENDIX TO SCHEDULE**

7

Ministry of Education, the teaching service Commission, any School Board,

Management Committee, Principal, Educational Secretary or Supervisor of

Government Schools.

number should be quoted in all correspondence with the

Your registration

Chief Education Officer (Teaching Service)

-----------------

Date

Signed

Date

Institution

Qualifications

The following qualifications have been recognised in the award of this

Certificate; --------------------------------------------

a Certificated Teacher under Section 35 of the Education Act, 1995, and is

therefore eligible for employment with the Teaching Service.

has been registered as

whose Registration Number is

This is to certify that

**CERTIFICATE OF REGISTRA TION WITH THE TEACHING**

**SERVICE (CERTIFICA TED TEACHER)**

SCHEDULE 2

Regulation 3 (7) (b)

Your registration number should be quoted in all correspondence with

the Ministry of Education, the Teaching Service Commission, any

School Board, Management Committee, Principal, Educational

Secretary or the Supervisor of Government Schools.

Chief Education Officer (Teaching Service)

Date---------~

\_

Signed

\_

Class

Subject 3:

\_

Class

Subject 2:

--------- ~----------------

Class

Subject 1:

level.

Teaching Service to teach at

has been registered as an uncertificated Teacher under Section 37 of the

Education Act, 1995, and is therefore eligible for employment with the

\_

whose Registration number is

\_

This is to certify that

**TED TEACHER)**

**(UNCERTIFICA**

**CERTIFICA TE OF REGISTRATION WITH THE TEACHING**

**SERVICE**

SCHEDULE 3

Regulation 3 (8) (b)

9

The CEO (Teaching Service) must be notified of additional

qualifications, which may affect subjects taught or level of teaching.

You must return this certificate to the Chief Education Officer (Teaching

Service) on demand.

You may be employed as a teacher in a school in Lesotho only if you

are in possession of this document and you will be required to present it to an employer as proof of your valid registration

This certificate is a legal document and remains the property of the

Teaching Service.

10

Chief Education Officer - Teaching Service

\_

Signed

•

•

•

•

below:

You have a record of conduct not befitting a teacher in the Teaching

Service;

You have been convicted of a criminal offence and sentenced to imprisonment without the option of a fine;

You have a medical record which renders you unfit for duty in the

Teaching Service;

You do not possess the prescribed educational qualifications; You have attained the age of 65 years.

ticked

•

Dear Sir / Madam,

I regret to inform you that your application for registration with the

Teaching Service has been unsuccesssful for one or more of the reasons

-------------------------------

Address

-------------------------------

Reference no.

Name

---------------------

Date

Teaching Service Department

Pri vate Bag A 94

Maseru 100

**UNSUCCESSFUL APPLICATION FOR REGISTRATION**

**WITH THE TEACHING SREVICE**

**SCHEDULE 4**

Regulation 3 (9)

II

Relationship:

\_

\_

Cell

(H)

Phone (W):

Next ofkin: Address:

(Attach copy of registration certificate)

Registration no.:

Postal address

-----------------------

Marital status:

\_

\_

\_

Name of applicant:

Nationality: Sex (M/F) :

**Personal particulars.**

A.

Teaching Service Commission, Private Bag A 94, Maseru 100.

I hereby apply for the teaching post below;

To The Secretary:

**SCHEDULE** 5

Regulation 18 (5)

**APPLICA TION FOR A TEACHING POST**

12

**Transfer) should be used instead.**

**Schedule 20 (Application for**

**serving under the Commission.**

**This schedule must NOT be used where the applicant is**

**NOTE.**

**already**

Secretary, School Board or Management Committee

\_

Date:

Signed:

Signed: -------------- Date :---------

Applicant

\_

Reg. no.

Name of school:

**of school.**

**Particulars**

**D.**

End date

Start date

Post occupied

/ Employer

School/Institution

C. **Employment record.**

Award date

Date left Qualification

Date entered

School/Institution

**Educational background.**

**B.**

1::1

Relationship:

\_

\_

Cell

(H)

Phone (W)

Next ofkin:

(Attach copy of registration certificate)

Registration no.

Postal address

\_

\_

Nationality

Sex (M/F)

Marital status

Name of applicant

**Personal particulars.**

**B.**

Post applied for

Name of school

**for.**

**Particulars of post applied**

**A.**

Teaching Service Commission, Private Bag A 94, Maseru 100.

I hereby apply for the leadership post stated below;

To The Secretary:

**SCHEDULE 6**

Regulation 18 (5)

**APPLICA TION FOR A LEADERSHIP POST**

14

End date

Start date

Post occupied

Employer

**Employment record.**

**D.**

Seminars or workshops attended (State date, place and topic)

Date left

Date entered

School/Institution

Qualification

**background.**

**Educational**

C.

Address

15

Secretary, School Board or Management Committee

-----------

Date

\_

Signed:

Applicant

------

Date

\_

Signed.

2. ---\_

of referee

Name and address

1

If limited, date of expiry

/ Limited)

Type of allocation (Indefinite

/ Contract)

\_

Present position:

Type of appointment (Permanent / Temporary

-----------------------------

Present school :

\_

Employment number:

**To be completed by a teacher serving under the Commission.**

**E.**

16

Cell

(H)

Phone (W)

\_

\_

**If** no phone, messages may be left with

\_

Cell

(H)

Phone (W)

Postal address:

\_

Reg. No. :

Residential address:

Marital status: --------------------

.

\_

\_

Sex (M/F):

Name:

Nationality:

I am seeking a vacancy within the Teaching Service, and request that my

name and particulars be put on record and made available to Principals and

School Boards / Management Committees.

Teaching Service Department, Private Bag A 94, Maseru 100

To The Director:

**SCHEDULE** 7

Regulation 21 (4)

**REQUEST FOR INCLUSION IN THE DATABASE OF APPLICANTS**

17

**weeks unless you reconfirm it. Reconfirmation may be done in person**

**or by telephone to the office of the TSD (313527), or to any District**

**Education Office.**

**two**

**from the 'Computer after**

**NOTE. This record will be removed**

\_

Date

Signature of applicant

Date available to start work

Preferred school proprietor (if any)

Preferred districts (if any)

or interests

activities

Extra-curricular

\_

\_

\_

\_

\_

Level

Level

Level

Level

I

2

3

4

SubJiect

SubJiect

Subject

Subject

of preference

in order

Subjects (if post-primary)

Type of post sought

Obtained: ------------------------

Year

\_

Qualification.

18

Your eligibility for promotion shall be governed by the current

career structure.

4.

at entry

\_

You will be paid on the salary scale

point / notch

\_

You are employed in terms of the Education Act 1995.

Your rank in the Teaching Service is

1.

2.

3.

The terms of your appointment are permanent / probationary /

temporary / contract. \*

\* (Delete whichever does not apply).

Secretary - Teaching Service Commission

Date -----------

\_

Signed:

On the expiry of an allocation for a limited penod, you may apply for

transfer to another school failing which your appointment may be terminated.

School

You are allocated to

Your allocation is \*indefinite / limited to (date)

\_

you are appointed to the Teaching Service with effect from

I am directed by the Teaching Service Commission to inform you that

\_

Employment no. :

Registration No. :

-----------------------------------

Teacher's First names:

-------------------------------------

Teacher's Surname:

**APPOINTMENT TO THE TEACHING SERVICE**

**SCHEDULE 8**

Regulation 9 (9)

19

Signed copies of this contract shall be sent to;

Secretary, Teaching Service Commission

Director, Teaching Service Department

Secretary, School Board or Management Committee. The teacher.

Teacher

---------------------

Date

\_

Signed :

I accept this offer of employment and I agree to abide by its terms and

provisions of the applicable laws.

Director - Teaching Service Department

--------------------

-------------------

Date

Signed:

of satisfactory service be confirmed on permanent and

terms.

year period

pensionable

is on probation, it may on completion ofa two­

If your appointment

6.

on contract, your appointment shall terminate

\_

If you are employed on

(c)

(b)

If you are employed on permanent terms, termination of the

appointment by either party shall be by written notice of not less than three calendar months or payment of three months' salary in

lieu of notice, or by written mutual agreement between the parties to

this contract.

If you are employed on probation, on temporary terms or on contract, termination of the appointment by either party shall be by written notice of not less than one calendar month or payment of one month's salary in lieu of notice, or by written mutual agreement between the parties to this contract.

(a)

"

4.

Your appointment is for a maximum of60 school days, or for such

shorter time as may be required to fill a vacancy which exists at the above school.

You are free to apply for the above vacancy and to be considered along with other candidates in accordance with the procedures of

Regulation 18 of the Teaching Service Regulations, 2001.

3.

\_

entry point / notch

Act 1995.

at

You are employed in terms of the Education

You will be paid on the salary scale

1.

2.

Service Commission

Secretary - Teaching

\_

Date

Signed.

\_

as a temporary

Service with effect from( date),

replacement for teacher

terms to the Teaching

on temporary

you are appointed provisionally

I am directed by the Teaching Service Commission to inform you that

\_

Employment No .:

-----------------------------------

Teacher's Surname

Teacher's First names

Registration No .: Name of School:

£.'\l£RG£~CY **PROVISIONAL APPOINTMENT**

SCHEDULE 9

Regulation 20

21

Secretary, Teaching Service Commission

Secretary, School Board or Management Committee.

Copies

Teacher

Date --\_-----\_---

Signed:

I accept this offer of employment and I agree to abide by its terms and

provisions of the applicable laws.

Director - Teaching Service Department

\_

Date

Signed

Your provisional appointment will end without further notice on the

expiry of 60 school days, or on the allocation of another teacher to

fill the vacancy, whichever is the sooner.

5.

22

Secretary, Teaching Service Commission

Director, Teaching Service Department

Secretary, School Board or Management Committee

Education Secretary or Supervisor of Government Schools

Copies to:

Original to the Teacher,

Director, Teaching Service Department

Date ---------------------

Signed

\_

effect from (date)

Your appointment has been confirmed on permanent and pensionable terms with

Teaching Service Department

Secretary, Teaching Service Commission

Date ------------0\_------

\_

Signed:

The above teacher has completed a two-year period of probationary service. The

Teaching Service Commission finds his service satisfactory and recommends that

he be placed on permanent and pensionable terms.

----------------------------------------------

School reg. no.

Position:

School:------------------------------------------

Address---------------------------------------------

\_

Employment No. :

Registration number:

Name of teacher:-----------------------------------------

TERMS

PENSIONABLE

AND

ON PERMANENT

CONFIRMATION

Regulation 14 (5)

OF APPOINTMENT

10

SCHEDULE

Principal

date

\_

Signed :

confirmation of his appointment. Would you please arrange for an inspector

to carry out the assessment.

to

with a view

has applied for an assessment of his work,

The above teacher

2

3

4

5

Class:

Class: Class: Class:

Class

taught

Subjects

or limited)

(indefinite

to school

Type of allocation

\_

No. :

Employment

Registration number:

Date of appointment

-----------------------------------------

Name of teacher

\_

District:

School reg. number

School: --------------------------------------------------

Ministry of Education, Box 47, Maseru 100.

To the ChiefInspector of Schools:

**PROMOTION**

**OF A TEACHER PRIOR TO**

**APPLICA TION FOR ASSESSMENT**

Regulation 14 (2)

**11**

**SCHEDULE**

24

**If application is for a leadership post**

Has the teacher applied for a leadership vacancy')

Grade

To

From

School

**Record of service**

\_

for promotion:

has applied

Grade to which teacher

\_

Present grade in the Teaching Service:

(indefinite or limited)

\_

\_

Employment number

Registration number

Date of first appointment

Type of allocation to school

teacher: ------------------------------------

Name of

~

District :

School reg. Number:

School: -------------------------------------------------

Ministry of Education, Box 47, Maseru 100.

To the Chief Inspector of Schools

**PROMOTION**

**OF A TEACHER PRIOR TO**

**APPLICA TION FOR ASSESSMENT**

Regulation 17 (1)

**12**

**SCHEDULE**

Principal

--------------------

date:

\_

Signed:

Would you please arrange for an

promotion.

assessment.

of his work, with a view to

inspector to carry out the

for an assessment

has applied

The above teacher

Class

Class Class Class

Class

taught

Subjects

1.

2.

3

4.

5.

**Teaching Subjects**

date of the vacancy?

What is the effective

\_

If yes, at which school is the

vacancy?

26

Teacher

----------------------

\_

Signed

Date

Service with

stated below;

with the Teaching

for the reasons

my appointment

I hereby apply to terminate

effect from( date)

Expiry date if limited

Type of allocation (Indefinite / limited)

Type of appointment (Permanent / temporary / Contract)

\_

Reg. No.

Name of school

------------------------------

Position

\_

Employment number

Registration Number

.----

Name of teacher

Teaching Service Commission, Private Bag A 94, Maseru 100.

To the Secretary

**TERMINA TION OF APPOINTMENT BY MUTUAL AGREEMENT**

Regulations 10 ( 1) (b), **11** (l)(b) and 12 (1 ) (c)

**SCHEDULE 13**

27

School Board or management Committee

Teacher

Copies

Secretary, teaching Service Commission

~

date stamp

~

Signed

**Remarks of the Commission**

Secretary, School Board or management Committee

~-----------------

stamp: -------------

date

Signed

\*(delete whichever does not apply)

This application is supported\* / not supported\* for the following reasons

**Committee**

**Comments of the School Board or Management**

------------------

Date: \_-------

Signature of teacher

appointment is requested

Reasons why acting

Name of substantive holder of post \*

\* If post is vacant then write "vacant"

--------

to ----------------

Period of acting from

--------

Acting appointment requested

---------------------------------

Substantive post of teacher

obtained ----------------------------

Year

Qualifications of teacher

\_

Employment no.

Name of teacher :

\_

Registration number of school

--------------------------------------------

Name of school:

The School Board or Management Committee of this school requests

approval for the undermentioned acting appointment.

Teaching Service Commission, Private Bag A 94, Maseru 100.

To The Secretary:

Regulation 13 (2)

**ACTING APPOINTMENT**

**14**

**SCHEDULE**

Committee

Copies to.

Teacher

Director, TSD

School Board or Management

Secretary, teaching Service Commission

Approved / Not approved

Committee

Secretary, School Board or Management

Signed • .

\_

\_ Date Stamp

\1inirnUIlI aCI.:.epl(ihlc qlla\!lic(lllol1C;

.

Quaufication requested

Type of allocation required (indefinite or limited)

4

**required**

**Candidate**

(Death / Retirement / Dismissal/Termination

.. .\_.

/ Transfer / Leave)

..

Reasons for leaving .

.. .\_.

.\_---

----

or Contract)

(Permanent, Temporary

appropri ate)

school'

---

----

Employment number

Registration number

Type of appointment

(encircle whi chever

Date of allocation to

Name

--\_ ....\_ ....\_. -------------

Previous **holder**

3.

..\_

Type of vacancy (Leadership or Classroom)

\_

2.

**Details of vacancy:**

Date from which vacancy exists

\_

on government pay

Approved staff establishment

----

-----

No of streams

\_

1.

**School Details:**

Name of School. Registration number

Student enrolment.

Service

Teaching

Submit one form for each vacancy to The Secretary

Commission, Private Bag A94, Maseru 100

**REPORT OF A TEACHING VACANCY**

Regulation 18 (2)

15

SCHEDULE

Principal

\_

Date :

Signed

-----------------------------------

Comments:

------------

duties (if any):

Extra-curricular

-------------------

\_

\_

level:

level:

level:

(if post-primary)

Subjects

(a) (b)

(c)

Teaching Service Department

Director,

\_

Date:

\_

Signed

Address

Vacant position

School name

Those interested in teaching

School Board or Management

The following positions are available.

vacancies should apply to the relevant

Committee through the Principal.

\_

Primary / Post primary

District

Page

LIST OF VACANCIES IN THE TEACHING SERVICE

SCHEDULE 16

Regulation 21 (3)

33

If you acquire additional qualifications, you may return this certificate for

amendment.

You must return this certificate to the Chief Education Officer (Teaching

Service) on demand.

You may be employed as a teacher in a school in Lesotho only if you are in

possession of this document, and you will be required to present it to an employer as proof of your valid registration.

This certificate is a legal document and remains the property of the

Teaching Service.

34

Comments

------

\_

---------------------------------

Qualification date

Present school (if any)

Qualifications

\_

Reg. No.

Name

**2nd choice.**

------------------------------.------------

Comments

----

Qualification date

\_

\_

Present school (if any)

Qualifications

\_

Name

**of preference)**

Reg. No.

**of candidates (in order**

**Particulars**

**}'t choice.**

-------\_ ..\_--------------

Reason for leaving (death / retirement / dismissal/termination / transfer / leave)

Date on which allocation should take effect

-----------------------

\_

Date on which vacancy was reported

Name of previous teacher

Name of school

Reg. No \_

**of vacancy**

**Particulars**

To The Secretary, Teaching Service Commission, Private Bag A94, Maseru

100.

**FOR FILLING A CLASSROOM VACANCY**

**RECOMMENDATION**

Regulation 18 (5)

**17**

**SCHEDULE**

~-----------------------

Comments

\_

Qualification date

\_

Present school (if any) ~

Qualifications

---~--~-

\_

Reg. No.

~

**6th choice.** Name

--------------------------

Comments

\_

\_

~

Qualification date

\_

Reg. No.

**5th choice.** Name

Present school (if any) Qualifications

Comments

---------

Qualification date

~

~~

\_

\_

Reg. No.

~

**4th choice.** Name

Present school (if any) Qualifications

------------------\_----

Comments

Qualification date

~

~~\_~.

\_

~

\_

Reg. No.

**3rd choice.** Name

Present school (if any) Qualifications

17 continued

Schedule

36

preference

choice. page.

a candidate who is not a serving teacher is recommended in

to another who is serving, reasons should be given for the

If space is insufficient, comments may be continued on another

If

**Note:**

Secretary, Board or Management Committee

Date stamp

Signed

-----------------------------------

If limited, state the reasons.

(date)

**Duration of** vacancy.

The allocation should be (a) indefinite

(b) limited till

Schedule 17 continued

37

date

\_

....

.

Qualification

Present school (if any)

Present rank **in** Teaching Service

Qualifications

-------

Reg. No.

Name

**2nd choice.**

Comments

---

----

~-----~

date

Qualification

Service

\_

Present school (if any)

Present rank in Teaching

Qualifications.

\_

**of preference)**

Reg. No

**order**

~~

**(in**

**of candidates**

Name

**Particulars**

1st **choice.**

/

\_

/ transfer

\_

.

Reg No.\_~

Name of school

Date on which vacancy was reported

Type of vacancy (Principal, Deputy, Head of Dep't) Name of previous holder:

Reason for leaving (death / retirement / dismissal/termination leave)

Date on which appointment should take effect

**of vacancy**

**Particulars**

To The Secretary •

Teaching Service Commission, Private Bag A94, Maseru 100

**FOR FILLING A LEADERSHIP VACANCY**

**RECOMMENDATION**

Regulation 18 (5)

**18**

**SCHEDlJLE**

-----------

Qualification date

Service

~ ..

Present school (if any)

Present rank in Teaching

Qual i fications

Reg. No.

Name

**6th choice.**

Qualification date:

\_

\_

Service:

Present rank in Teaching

Qualifications: Comments:

Present school (if any):\_~\_

Reg. No.:

Name:

**5th choice.**

---------------------------

Comments:

\_

date

Qualification

\_

\_

Service:

Present school (if any):

Present rank in Teaching

Qualifications:

\_

Reg. No.

Name:

**4th choice.**

---------------------------

Comments:

Qualification date

Qualifications:

\_

\_

Present school (if any):

Present rank in Teaching Service:

\_

Reg. No .

N ame

**3rd choice.**

---------------------

Comments:

Chairman, Board or Management Committee

Date stamp

Signed

Further comments may be added on a separate page if necessary.

Comments: ---------------------------------------------

40

\_

.

. .....Completion date

. .

Starting date

\_

.\_

.

--------

\_.\_ .. .

Name of Tertiary Institution

Qualification on completion

**Proposed course of study.**

To

From

**of service:**

**Record**

School

-----

school

Present

\_

\_

\_

No.

Employment

**Particulars of teacher.**

Name of teacher: Qualifications: Registration No.

Terms of appointment

Teaching Service Department, Private Bag A94, Maseru 100.

To the Director:

**FOR STUDY LEAVE**

**APPLICATION**

SCHEDULE 19

Regulation 33 (1)

41

Secretary, Board or Management Committee

. date stamp

Signed

------------------.\_-----

The School Board or Management Committee recommends\* / does

not recommend\* this application, for the following reasons

**Committee**

**Recommendation of School Board or Management**

**Note** Evidence of admission to the proposed course must be

Submitted to the Chief Education Officer before approval of this application can be confirmed,

Teacher

-------------\_

..\_--\_.-

date ---

Signed

until I have repaid any loan or bursary awarded to

teaching

continue

me

Iundertake to return to the Teaching Service on completion, and to

pursue the course of study detailed above.

*"(delete whichever does no! applvi*

in order to

\*with pay / \*without pay

I hereby request study leave

..+'

Secretary, School Board or Management Committee

Teacher

Schools

Copies to: Secretary, Teaching Service Commission

Director, Teaching Service Department

Education Secretary or Supervisor of Government

Chief Education Officer (Teaching Service)

\_

date stamp:

..\_.\_. .\_.

Signed: . .

This application is approved\* / not' approved\*

**Approval of Chief Education Officer**

Director, Teaching Service Department

----

.

date stamp

Signed:

for the

I recommend\* / do not recommend\* approval of this request.,

following reasons.

I confirm that funds will be available to support this teacher on study

leave with pay. \*

I confirm that the proposed course of study is consistent with the needs

of the Teaching Service.

I confirm that this teacher qualifies for study leave with pay\* / without

pay\* in terms of Regulation 34 (l) of the Teaching Service Regulations

2002.

**Recommendation of Director, Teaching Service Department.**

Secretary, Board or Management Committee

--------------------

Date stamp

Signed

reasons: ----------------------

above request, for the following

does not approve the

approves the above

\*The School Board or Management Committee

request.

\*The School Board or Management Committee

**Recommendation by Board or Management**

**school.**

-----------------\_

**Committee of present**

Date:

of teacher: -------------

Signature

below:

~

Date of requested transfer:

I hereby apply for transfer to the school named

school: -----------------------------------------

Present

\_

Registration No. :

Terms of appointment:

------------~Employment No.: ------------

Qualifications:

of teacher: -----------------------------------

Name

**Particulars of teacher.**

Teaching Service Commission, Private Bag A94, Maseru 100.

**APPLICA TION BY A TEACHER FOR TRANSFER**

**TO A SCHOOL OF THE TEACHER'S CHOICE**

To the Secretary

**SCHEDULE 20**

Regulation 22 (4) (b)

44

This form should be submitted to the TSC together with Schedule 17 when

it is requested that a teacher transfer from another school to fill a vacancy.

Secretary, Board or Management Committee

\_

Signed:

Date stamp

I confirm that this school has a vacancy which has been reported to the

Commission, and that the School Board or Management Committee is

willing to accept this teacher.

\_

Reg. No.

Name of school :

**Acceptance by school to which teacher wishes to transfer.**

45

Secretary, Board or Management Committee

Date stamp

Signed

above request, for the following reasons:

**Recommendation by Board or Management Committee of present**

**school.**

\*The School Board or Management Committee approves the above request.

\*The School Board or Management Committee does not approve the

Date:

Signature ofteacher:

Present school: ------------------------------------------

Date of requested transfer:

I hereby apply for transfer to another school, as the Commission may direct

\_

\_

\_

Employment No. :

Qualifications:

Registration No.: Terms of appointment:

Name of teacher:-------------------------------------

Teaching Service Commission, Private Bag A94, Maseru 100.

Particulars **of teacher.**

**SCHEDULE 21**

Regulation 22 (5)

**APPLICA TION BY A TEACHER FOR TRANSFER**

**TO ANY SCHOOL WHERE THERE MAYBE A VACANCY**

To the Secretary:

46

comments: ------------------------

Other

\_

Level:

Level: Level:

1:

2:

3:

Subject

Subject

Subject

----\_--------

Proprietor:

\_

/ Secondary / High):

Type of school (Primary

District: -----------

**Teacher's preferences.**

Chairman, Board or Management Committee

Date stamp

Signed

transfer -------------------------------------

Date of requested

above teacher be transferred to another school, for reasons stated below;

hereby requests that the

Committee of this school

The Board *I* Management

Subject 3

\_

Level

Level

Level

school ----

I

2

Present

Subject

Subject

------------------

Terms of appointment

No. --------------------------------------------

Registration

\_

Employment No.

Qualifications

of teacher -------------------------------

Name

**of teacher.**

**Particulars**

To the Secretary, Teaching Service Commission, Private Bag A94, Maseru 100

**BY THE BOARD FOR TRANSFER OF A**

**TEACHER**

**APPLICATION**

**SCHEDULE 22**

Regulation 22 (6) (a)

~\_~

\_

Date ~

Signature of teacher j

conditions stated below; \*

under

transfer

I agree to the proposed

I do not agree to the proposed transfer, for reasons below; \*

\*Delete where not appropriate

**Teacher's comments.**

I agree to the proposed transfer. \*

49

Secretary, Teaching Service Commission

date stamp

Signed ..\_. \_

\*(Delete whichever does not apply)

post, you should apply to the School Board or Management Committee

through the Principal.

If you wish to be considered for the

whichever period is the shorter.

and is for 60 school days or until a candidate is selected for the post,

while other applicants are considered,

\*Your allocation is provisional,

one month's notice.

(date)

will be for a limited period, until

unless it is ended earlier than this by

\*Your allocation to this school

will be for an indefinite period.

\*Your allocation to this school

to (death, dismissal, retirement, termination, transfer, leave)\*

, who left due

You take the place of teacher

-

----------------

with effect from

School

(date).

to :

You are hereby transferred

\_

\_

Terms of appointment:

Present school (ifany)

No.: --------------------

Registration

\_

Employment No.:

Name of teacher

Qualifications:

**of teacher.**

**Particulars**

**TRANSFER OF A TEACHER TO A SCHOOL**

**SCHEDULE 23**

Regulations 18 (6), 20 (2) and 22 (9)

50

Secretary, Board or Management Committee of present school

Secretary, Board or Management Committee of new school

Director, Teaching Service Department

Copies should be sent to;

51

Extra-curricular activities or interests

.. --------

-----

-------------------------------

Level

Subject

Level

Su~ect

Su~ect

Qualification

------------------------Year ---------------

Level

Present school -----------------------------------------------

Reg. No

Marital status

Sex(~)

Name

**Particulars of teacher.**

You are invited to consider the teacher whose particulars are given below.

Kindly inform the Commission as soon as possible whether you would like

this teacher allocated to your school.

effect from ----------------- for a teacher of the following subjects

The Commission has noted your report of a vacancy at your school with

Name of school -------------------------------------------

Address

**To the Chairman, School Board or Management Committee**

**SCHEDULE 24**

Regulation 18 (4)

**OFFER OF AVAILABLE TEACHER**

52

Secretary, Teaching Service Commission

----------------------------Date ---------

Signed

----

---------

Cell ---------

House

Phone Work

-----------------------------------------------

Postal address

----------.---------------------------------

Reason for transfer

-------------------------------------

Date available for transfer

Secretary, School Board or Management Committee

date stamp

Signed

\*(delete whichever does not apply)

the following reasons

The School Board or Management Committee recommends\* / does not

recommend\* this application, for

**Recommendation of School Board or Management Committee**

-------------------------------------------------

Date

\_

Signature of applicant

--------------------------------------------

Name of doctor

-----------

End date

date ---------------------

Commencement

-----------------------------------

School registration number

--------------------------------------------

Name of school

----------------------------------------

Employment number

--------------------------------------------

Teacher's name

A medical certificate must be attached.

To be completed and sent to the Director, Teaching Service Department,

Private Bag A 94, Maseru 100.

**LEAVE**

SCHEDULE 25

Regulation 33 (3)

**APPLICA TION FOR CONFINEMENT**

54

Copies

Chairman, School Board or Management Committee

Principal

Teacher

Secretary, Teaching Service Commission

Director, Teaching Service Department

---------------------------date -------------

Signed

Approved\* / not approved for the following reasons\*

**To be completed by the Director, Teaching Service Department**

55

Principal

Date

Signed

\_

(Recommended / Not recommended)

by Principal

Endorsement

Teacher

\_

Date

Signed

\_

leave

for special

Reason

\_

date

ending

date

Leave requested, starting

~------

registration no.

------------------School

School

\_

Employment number

Registration number

------------------------------------------

Name of teacher

**To be completed by the applicant.**

**REQUEST FOR SPECIAL LEA VE**

**SCHEDULE 26**

Regulation 34 (2)

56

Teacher

Director, TSD

Secretary, School Board or Management Committee

Educational Secretary or Supervisor of Government Schools

Copies

\_

Date

Secretary, School Board or Management Committee

Signed

\_

(Approved / Not approved)

57

\*(delete whichever does not apply)

the course of study detailed above.

\*without pay in order to pursue

\*with pay

\_

Completion date

\_

Qualification on completion

Starting date

I hereby request study leave

Name of Tertiary Institution-----------------------------------

**Proposed course of study.**

From

To

School

\*

Allocation to present school (indefinite / limited until ------\_/

**Record of service**

---------------------------------------------

Present school

\_

Terms of appointment

Registration No.

----

Employment No.

------------

Qualifications -------

-------------------------------------------

Name of Teacher

**of teacher.**

**Particulars**

To the Director, Teaching Service Department, Private Bag *A94,* Maseru 100.

**APPLICA TION FOR STUDY LEAVE**

**SCHEDULE 27**

Regulation 35 (1)

58

I confirm that funds will be available to support this teacher on study leave

with pay.\*

I confirm that the proposed course of study is consistent with the needs of

the Teaching Service.

I confirm that this teacher qualifies for study leave with pay\* / without pay\*

in terms of Regulation 36 (1) of the Teaching Service Regulations 2001.

**Recommendation of Director, Teaching Service Department.**

Secretary, Board or Management Committee

date stamp

Signed

not

The School Board or Management Committee recommends\* / does

recommend\* this application, for the following reasons ------\_

**Recommendation of School Board or Management Committee**

the Chief Education Officer before approval of this application can be

confirmed,

to

of admission to the proposed course must be submitted

**Note** Evidence

Teacher

\_

date

Signed

I undertake to return to the Teaching Service on completion, and to continue

teaching until I have repaid any loan or bursary awarded to me.

59

Copies to; Secretary, Teaching Service Commission

Director, Teaching Service Department

Education Secretary or Supervisor of Government Schools Secretary, School Board or Management Committee Teacher.

Chief Education Officer (Teaching Service)

date stamp

Signed

*,I* not approved. \*

This application is approved\*

**Approval of Chief Education Officer**

Teaching Service Department

Director,

date stamp

Signed

------------------------

following reasons.

approval of this request., for the

/ do not recommend\*

I recommend\*

60

Chairman, Board or Management Committee

~.

Signed ~

date

to this charge within 14 days to the School Board or Management

Committee, with a copy to the Secretary, Teaching Service Commission, Private Bag A 94, Maseru.

reply

(3) (d) of the above to submit your

You are required by Regulation 41

if space is insufficient)

sheet

(Continue on the back of this

below.

as detailed

misconduct,

with

charged

2001, you are hereby

(c) of the Teaching Service Regulations,

**In** terms of Regulation 41 (I)

School ~--------~~--~--------~--------------~-------

\_

~~~

Employment number

Name ~~~~~~~~-----------------------------------

**CHARGE OF MISCONDUCT**

**SCHEDULE 28**

Regulation 41 (1) (c)

61

**Note.** A teacher who is charged with misconduct shall continue with his

normal duties unless he is also suspended from duty in accordance with Section 51 of the Education Act 1995 and Regulation 41 of the Teaching Service Regulations, 2001.

62

Teaching Service Commission, Private Bag A 94, Maseru 100, It should

be accompanied by a full explanation of the circumstances of the case, and the outcome of any preliminary investigations which may have been carried out.

sent within 7 days to the Secretary,

1, A copy of this Schedule should be

Notes.

Committee

Chairman, Board or Management

date

Signed

Commission,

be determined by the Teaching Service

The duration of your suspension will

(date),

There are allegations that you have been involved in a case of breach of

discipline, In accordance with Regulation 42 of the teaching Service

Regulations, 2002, you are hereby suspended from duty with effect from

\_

\_

\_

School

School registration Number

Address

Position '--------------------------------------------------

\_

Name

Employment number

SUSPENSION

**OF** A TEACHER

Regulation 42 (1)

29

SCHEDULE

63

of misconduct is issued and a teacher may not be subjected to that particular

charge.

This suspension will automatically lapse after 14 days unless a charge

2.

It should also be accompanied by a copy of the minutes of the meeting of

the Board or Management Committee at which the case was considered.

64

Copy The Chairman, School Board or Management Committee.

Teacher

\_

date

Signed

(Continue on the back of this sheet if space is insufficient)

My grounds for this appeal are as follows;

\_

Decision appealed against (attach copy)

I hereby appeal to the Commission against the suspension imposed on me

by the Board or Management Committee of the above school, and request the Commission to set it aside.

To the Secretary, Teaching Service Commission, Private Bag A 94, Maseru 100.

Address -----------------------------------------------

\_

School Reg. No.

cEmploymeNnto.

Position

School

-------------------------------------------------

Name

**APPEAL BY A TEACHER AGAINST SUSPENSION**

SCHEDULE 30

Regulation 42 (5)

65

of misconduct is issued.

This suspension will automatically lapse after 14 days unless a charge

2.

meeting of the Board or Management Committee at which the case was

considered.

It should also be accompanied by a copy of the minutes of the

out.

be accompanied by a full explanation of the circumstances of the case, and

the outcome of any preliminary investigations which may have been carried

It should

Teaching Service Commission, Private Bag A 94, Maseru 100

Notes.

I. A copy of this Schedule should be sent within 7 days to the Secretary,

date

Chairman, Board or Management Committee

Signed

be determined by the Teaching Service Commission.

--------------------

The duration of your suspension will

(date).

There are allegations that you have been involved in a case of breach of

discipline In accordance with Regulation 42 of the teaching Service

Regulations, 2001, you are hereby suspended from duty with effect from

---------------------------------------------

\_

School registration Number

Address

School---------------------------------------------------

Employment number

Position --------------------------------------------------

Name----------------------------------------------------

SUSPENSION OF A TEACHER

SCHEDULE 29

Regulation 42 (I)

66