

GOVERNMENT OF MAURITIUS

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

**Ministry:** Education and Human Resources

**Post:** Senior Educator (Secondary)

**Salary:** Rs 30,000 x 1,250 – 45,000 (06 59 71)

**Effective Date:** 17 March 2011

**Qualifications:** By selection from among officers in the grade of Educator (Secondary) who reckon at least 24 years' service in a substantive capacity in the grade and who –

- (i) are qualified to cross the QB in their salary scale;
- (ii) have good organising and administrative potential; and
- (iii) have the ability to communicate effectively and interact with others.

- Duties:**
1. To be responsible for –
    - (i) the introduction of pedagogical programmes for quality enhancement in student and teacher performance;
    - (ii) the co-ordination of co-curricular and extra-curricular activities;
    - (iii) counselling students;
    - (iv) the reinforcement of discipline inside the classroom and within the school premises; and
    - (v) pastoral care.
  2. To provide careers guidance to students.
  3. To teach subject(s) of specialisation for a minimum of 400 minutes weekly.
  4. To prepare scheme of work, weekly plan of work, lesson plans to be submitted for inspection and lesson notes in respect of subjects and classes under his responsibility.
  5. To set examination papers, conduct examinations and continuous assessment, and carry out extension classes and vacation courses, and mark scripts.

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*K. Pung*

for Senior Chief Executive  
Ministry of Civil Service and  
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6. To take charge of laboratories, workshops or specialist rooms, as and when required.
7. To ensure safe and efficient utilisation of equipment and resources located in any school department such as specialist rooms, workshops, laboratories and libraries.
8. To monitor and improve pupils' performance by recording of marks in the Educator's mark book and in pupils' report books and to report on pupils' performance trends to Head of Department, Deputy Rector or Rector on such matters, as and when required.
9. To help in the preparation and the writing of curriculum for Secondary Schools or other Post-Primary institutions and to make recommendations for the use of appropriate textbooks.
10. To educate and motivate students with a view to unleash their intellectual, moral and emotional potential for their overall development.
11. To record and monitor attendance of students.
12. To attend training courses, seminars, talks and workshops organised during school vacation so as to improve the teaching/learning process and to keep abreast of new trends and developments in education.
13. To attend regular meetings with Heads of Department, Deputy Rectors and Rectors.
14. To participate in Parents Teachers' Associations (PTA) meetings and activities.
15. To establish links with other partners in society and actively participate in community outreach activities organised by the school and the PTA.
16. To continuously innovate with a view to enhancing teaching methods so as to meet the requirements of students.

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17. To provide feedback on the continuous improvement of school curriculum at all levels.
18. To carry out such activities as may be assigned by the Rector with a view to aligning school performance with the objectives set out in the Performance Management System and Programme-Based Budget.
19. To organise and run in-service training courses.
20. To advise on the improvement of teaching methods and education programmes, and on new trends in education.
21. To submit a daily report to the Rector on activities performed.
22. To facilitate interaction between the school, parents and students so that they are all accountable for the success of the students whether academic or behavioural.
23. To use ICT in the performance of his duties.
24. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Senior Educators (Secondary) in the roles ascribed to them.



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