

GOVERNMENT OF MAURITIUS

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

**Ministry:** Education and Human Resources, Tertiary Education and Scientific Research

**Post:** Senior Inspector, Specialised Schools/Day Care Centres

**Salary:** Rs 35,375 x1,200 – 37,775 x 1,500 – 55,775 (06 63 77)

**Effective Date:** 21 April 2015

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Inspector, Specialised Schools/Day Care Centres who reckon at least three years' service in a substantive capacity in the grade and who –

- (i) possess the Diploma in Educational and Supervisory Inspection from the Mauritius Institute of Education or have successfully followed an appropriate course, as approved by the Ministry;
- (ii) have knowledge of the educational system and the new orientations in pedagogy and school administration in the field of Special Education Needs;
- (iii) have good organising and managerial skills; and
- (iv) have good communication and interpersonal skills.

**Role and Responsibilities:** To be responsible to the Director responsible for the Special Education Needs (SEN) sector for the overall supervision in various Governmental and Non-Governmental Institutions.

- Duties:**
1. To supervise the work of Inspectors, Specialised Schools/Day Care Centres and report to the Director responsible for Special Education Needs.
  2. To ensure effective supervision and inspection of Specialised Schools/Day Care Centres, SEN Resource Development Centres and the various Integrated Units operational in primary schools, Penal Institutions and Probation Hostels, Rehabilitation Centres and Shelters for Women and Children in distress and Non-Governmental Organisations' SEN Institutions registered with the Ministry and report thereon.
  3. To monitor and evaluate educational programmes and projects in Special Education Needs.
  4. To advise Inspectors, Specialised Schools/Day Care Centres on matters of Education Principles and Practices and National Policies in Education.

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*[Handwritten Signature]*

*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

**21 April 2015**

**Date.....**



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5. To facilitate in the implementation of the SEN curriculum.
6. To liaise and work with the Mauritius Institute of Education, the Mahatma Gandhi Institute, the Mauritius Examinations Syndicate and other educational institutions on relevance, assessment and development of curriculum programmes.
7. To keep abreast of development in the SEN sector and advise on innovative practices for the development of SEN Education.
8. To identify training needs for the SEN sector and to carry out training programmes for the benefit of staff.
9. To ensure that training programmes are developed as may be required for the benefit of parents and the community.
10. To assist in the preparation of testing and assessment tools for Specialised Schools/Day Care Centres, SEN Resource Development Centres and the various Integrated Units operational in primary schools, Penal Institutions and Probation Hostels, Rehabilitation Centres, Shelters for Women and Children in distress and Non-Governmental Organisations' SEN Institutions registered with the Ministry.
11. To liaise with the Mauritius Examinations Syndicate or any relevant organisation concerned and make arrangements for special examination facilities to children with special needs.
12. To maintain relevant database for schools, teachers and pupils for decision-making.
13. To prepare reports/briefs/papers for the SEN sector.
14. To participate in committees on educational issues related to Special Education Needs.
15. To supervise the registration of Special Education Needs Schools and Day Care Centres, as and when required.

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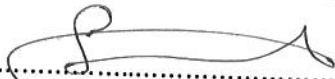
16. To keep an overview of management issues of Specialised Schools/Day Care Centres and SEN Resource Development Centres and the various Integrated Units operational in primary schools, Penal Institutions and Probation Hostels, Rehabilitation Centres, Shelters for Women and Children in distress and Non-Governmental Organisations' SEN Institutions registered with the Ministry.
17. To carry out school and class visits, as and when required.
18. To use ICT in the performance of his duties.
19. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Senior Inspector, Specialised Schools/Day Care Centres in the roles ascribed to him.

**Note**

The Senior Inspector, Specialised Schools/Day Care Centres may be required to participate in refresher courses locally or abroad as and when required by the Ministry.



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