

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:** Educator (Special Education Needs)
- Salary:** Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 (06 044 071)
- Effective Date:** 08 September 2016
- Qualifications:** By selection from among officers in the grades of Teacher/Senior Teacher [to be restyled Primary School Educator], Teacher/Senior Teacher (Oriental Languages) [to be restyled Primary School Educator (Oriental Languages)] and Educator (Primary) [to be restyled Primary School Educator] who –
- A. (i) reckon at least four years' service in a substantive capacity in their respective grade or an aggregate of at least four years' service in a substantive capacity in the grades of Teacher/Senior Teacher [to be restyled Primary School Educator] or Teacher/Senior Teacher (Oriental Languages) [to be restyled Primary School Educator (Oriental Languages)] and Educator (Primary) [to be restyled Primary School Educator]; and
- (ii) possess a diploma in Special Educational Needs from a recognised institution or an equivalent qualification acceptable to the Public Service Commission
- OR
- B. (i) reckon at least two years' teaching experience in specialised schools; and
- (ii) possess the Licence for Primary Educators in Special Education or the Educator's Licence in Special Education Needs (ELSEN) awarded by the Mauritius Institute of Education.
- Duties:**
1. To teach English, French, Mathematics and other subjects forming part of the school curriculum as directed, through appropriate media, including Mauritian Sign Language, Braille and any other appropriate assisting devices.
  2. To make use of ICT as a tool for teaching purposes in relation to the school curriculum.

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

08 September 2016

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3. To assist the Head, Specialised Schools or Head, SEN Resource Centres in the running of the specialised institution.
4. To conduct extension and out of class activities related to the work of the specialised institution.
5. To help in the planning and implementation of an Individual Educational Plan/ Individual Vocational Programme to be prepared at least once a year to meet the educational/vocational needs of students.
6. To assist the Head, Specialised Schools or Head, SEN Resource Centres in carrying out examinations, assessments and tests, as and when required.
7. To help the Head, Specialised Schools or Head, SEN Resource Centres in the organisation of extra curricular activities relevant to children with special needs.
8. To keep the updated individual record/profile/progress of children with special needs.
9. To participate in the Morning Assembly and to perform orderly duties on a roster basis provided he gets at least an undisturbed break of half an hour for lunch.
10. To assist the Head, Specialised Schools or Head, SEN Resource Centres in the medical and paramedical examinations and therapy.
11. To help the Head, Specialised Schools or Head, SEN Resource Centres in the admission of children.
12. To keep an updated scheme, plan and record of work.
13. To ensure discipline in and outside the classroom.
14. To carry out remedial work on the basis of assessments carried out.

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15. To assist the Head, Specialised Schools or Head, SEN Resource Centres in the implementation of projects and programmes, including the Supplementary Food Programme.
16. To report on the performance/progress of pupils under his responsibility.
17. To provide pastoral care to pupils under his responsibility.
18. To assume the role of Special Education Needs Coordinator (SENCO) as per international practice and norms.
19. To work closely with the class teacher and the special needs pupils as well as liaise with all stakeholders with a view to helping needy students to overcome their difficulties, improve their self esteem and academic achievement.
20. To work with specialised institutions, mainstream classes, low ability groups or a special integrated class on the school premises.
21. To supervise the orderly dismissal of his pupils.
22. To use ICT in the performance of his duties.
23. 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 Educator (Special Education Needs) in the roles ascribed to him.

**Note**

Educators (Special Education Needs) will be required to attend in-service training and refresher courses, as and when required, and during school holidays.



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