

GOVERNMENT OF MAURITIUS

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

Ministry: Education and Human Resources

Post: Mentor

Salary: Rs 14,200 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 29,000 (06 35 58)

Effective Date: 17 February 2012

Qualifications: By selection from among officers in the grades of –

- (i) Teacher/Senior Teacher;
- (ii) Teacher/Senior Teacher (Oriental Languages); and
- (iii) Educator (Primary)

who possess the Teacher's Diploma (Primary) and who reckon at least 10 years' service in a substantive capacity in their respective grades.

Candidates will be required to take part in a written competitive examination conducted by the Public Service Commission to assess their knowledge of –

- (i) curricular issues and pedagogy; and
- (ii) teaching/learning process.

NOTE 1

Consideration will also be given to officers in the grades of Teacher/Senior Teacher and Teacher/Senior Teacher (Oriental Languages) who do not possess the Teacher's Diploma (Primary) but who possess the Advanced Certificate in Education (ACE) and who reckon at least 10 years' service in a substantive capacity in their respective grades.

NOTE 2

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo in-service training for a period of at least six months in the duties, responsibilities and skills of mentoring. On successful completion of the training, they will be eligible for appointment as Mentor in a substantive capacity.

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Alexis

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 17 FEB 2012

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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Duties:

1. To be responsible to the Head Master/officer-in-charge for –
 - (a) the training of new recruits after their posting to a primary school;
 - (b) providing assistance, guidance and support to Trainee Educators (Primary), Trainee Educators (Primary) (Oriental Languages), Teachers/Senior Teachers, Teachers/Senior Teachers (Oriental Languages) and Educators (Primary);
 - (c) submitting regular progress reports on Trainee Educators (Primary), Trainee Educators (Primary) (Oriental Languages), Teachers/Senior Teachers, Teachers/Senior Teachers (Oriental Languages) and Educators (Primary) under his supervision; and
 - (d) conducting regular counselling sessions for Trainee Educators (Primary), Trainee Educators (Primary) (Oriental Languages) and Educators (Primary) with a view to sharing good practices and finding solutions to problems of a pedagogical nature.
2. To liaise with officers of the Inspectorate Cadre through the Head Master/officer-in-charge on pedagogical problems encountered while providing assistance, guidance, support to Trainee Educators (Primary), Trainee Educators (Primary) (Oriental Languages), Teachers/Senior Teachers, Teachers/Senior Teachers (Oriental Languages) and Educators (Primary).
3. To prepare monthly and weekly plan of work and daily lesson plans and notes for classes to be taught.
4. To have regular academic meetings with colleagues outside school hours in order to monitor the progress of pupils and prepare improvement programmes for eventual implementation and follow-up.
5. To follow professional enrichment programmes at the Mauritius Institute of Education or other training institutions or at school level, as and when required.
6. To provide assistance in mounting and running staff development programmes for the teaching staff.

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

17 FEB 2012

Date.....

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7. To perform duties of a Teacher/Senior Teacher or Teacher/Senior Teacher (Oriental Languages) or Educator (Primary), as and when required.
8. To supervise, monitor and make use of the teaching strategy in line with the National Literacy and Numeracy Programme during the periods specifically allocated for Literacy and Numeracy in the school time-table.
9. To use ICT in the performance of his duties.
10. 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 Mentor in the roles ascribed to him.



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

Date..... 1.7.FEB.2012