

GOVERNMENT OF MAURITIUS

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

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- Ministry:** Education and Human Resources, Tertiary Education and Scientific Research
- Post:** Inspector, Specialised Schools/Day Care Centres
- Salary:** Rs 31,475 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 51,275 (06 59 74)
- Effective Date:** 21 April 2015
- Qualifications:** By selection from among officers in the grades of Head, Specialised Schools and Head, SEN Resource Centres who reckon at least three years' service in a substantive capacity in their respective grade and who –
- (i) are dedicated to the cause of children with special needs;
  - (ii) possess communication, interpersonal, analytical and supervisory skills;
  - (iii) are tactful and proactive; and
  - (iv) are well versed in administrative matters, academic needs as well as training needs of staff of Specialised Schools and Integrated Units.

**NOTE**

Inspectors, Specialised Schools/Day Care Centres will be required to follow successfully a course leading to the Diploma in Educational and Supervisory Inspection at the Mauritius Institute of Education or such course as approved and arranged by the Ministry to be eligible for consideration for promotion as Senior Inspector, Specialised Schools/Day Care Centres.

**Role and Responsibilities:** To ensure efficient and effective implementation of government projects and programmes with a view to improving the process of quality education in various Governmental and Non-Governmental Institutions.

**Duties:**

1. To advise all 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 on all innovative programmes/policies to be implemented.

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**CERTIFIED CORRECT**

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

21 April 2015

Date.....

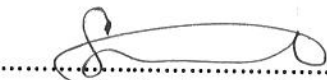
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2. To supervise, inspect, report and apply corrective measures on the work of teachers and government staff posted to the Specialised Schools/Day Care Centres, SEN Resource & Development Centres and the various Integrated Units operational in primary 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.
3. To supervise, inspect and report on utilisation of resources in 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.
4. To carry out registration of Special Education Needs Schools and Day Care Centres, as and when required.
5. To be responsible for staff development programmes, manpower assessment, technical assistance and training needs for the efficient discharge of Specialised Schools/Day Care Centres, SEN Resource & Development Centres and Integrated Units.
6. To ensure the implementation of all educational programmes and projects aimed at enhancing the quality of education.
7. To formulate proposals for curriculum development in line with the aptitudes of children with impairments, evaluate curriculum materials produced and initiate remedial action.
8. To hold meetings, briefing sessions, workshops for the benefit of the teaching staff posted to 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.
9. To carry out system evaluations yearly and submit assessment reports.

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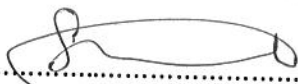
10. To facilitate and monitor the implementation of Individual Education Plan (IEP).
11. To ensure compliance with norms and standards and other requirements of the SEN sector.
12. To examine and process –
  - (a) applications for the payment of Grant in Aid and Supplementary Food Programme to Non-Governmental Organisations' SEN Institutions registered with the Ministry; and
  - (b) requests for human resources as well as request financial assistance for the purchase of specialised equipment and paedagogical materials.
13. To carry out networking among all Special Needs Schools and SEN Resource & Development Centres.
14. To use ICT in the performance of his duties.
15. 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 Inspector, Specialised Schools/Day Care Centres in the roles ascribed to him.

**Note**

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



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