

GOVERNMENT OF MAURITIUS

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

Ministry: Education and Human Resources

Post: Senior Educational Psychologist

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

Effective Date: 22 August 2012

Qualifications: By selection from among officers in the grade of Educational Psychologist who reckon at least five years' service in a substantive capacity in the grade and who -

- (i) possess good organising and administrative skills;
- (ii) have excellent communication, interpersonal and leadership skills;
- (iii) are able to work under pressure; and
- (iv) are proactive and tactful.

Role and Responsibilities: To tender advice on and ensure promotion of policy formulation regarding the special educational/learning needs of students in the pre-primary, primary, secondary and vocational schools and ensure the successful implementation of programmes.

- Duties:**
1. To be responsible to the Director of the Zone for the following –
 - (i) to advise on the formulation of policies relating to the improvement of special educational/learning needs of children;
 - (ii) to plan, co-ordinate and monitor the work of Educational Psychologists and Educational Social Workers;
 - (iii) to drive, organise, co-ordinate and supervise the work of Educational Psychologists and subordinate staff and secure relevant feedback as well as devise and develop programmes concerning the psychological well-being of students;
 - (iv) to maintain relevant databases on students with special educational and behavioural needs for decision-making;

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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- (v) to ensure that parents' sensitisation programmes, guidance and counselling sessions are implemented in the pre-primary, primary, secondary and vocational schools;
 - (vi) to liaise and work with other Ministries/Departments and institutions for follow-up action in connection with cases of needy children, referrals, counselling and provision of assistance to children at risk; and
 - (vii) to organise seminars and workshops relating to the psychological well-being of children.
2. To plan, develop and implement programmes concerning the psychological well-being of children.
 3. To ensure the planning, monitoring and evaluation of all projects and programmes.
 4. To undertake studies, surveys and research work to address the problems of school violence, absenteeism and drop-outs.
 5. To monitor the work of Educational Psychologists in the preparation/adaptation of psychological tests and assessment tools for children.
 6. To advise on staff training needs for the education sector.
 7. To devise and participate in in-service courses and services on psychological matters.
 8. To represent the Ministry on relevant committees.
 9. To advise on matters pertaining to indiscipline in schools and children with psychological problems in schools.
 10. To use ICT in the performance of his duties.
 11. 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 Educational Psychologist in the roles ascribed to him.



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