

GOVERNMENT OF MAURITIUS

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

Ministry: Education and Human Resources

Post: Head, Specialised Schools

Salary:

- (i) Rs 20,800 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 32,500 (06 47 61)
- (ii) Rs 22,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 35,000 (06 49 63)
(For those possessing Advanced Certificate in Education Management)
- (iii) Rs 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 33,750 (06 51 62)
(For those possessing Diploma in Special Education Needs)

Effective Date: 31 July 2012

Qualifications: By selection from among officers who reckon at least two years' service in a substantive capacity in the grade of Deputy Head, Specialised Schools and who –

- (i) possess sound communication and interpersonal skills;
- (ii) have a sense of responsibility and integrity; and
- (iii) have knowledge in curriculum matters.

Role and Responsibilities: To be responsible for creating an effective teaching and learning environment by making use of the human, physical and financial resources available in Specialised Schools.

Duties:

- 1. To be responsible for the –
 - (i) management and running of a specialised school;
 - (ii) admission and training of children with special needs;
 - (iii) implementation of the programme of studies;
 - (iv) preparation, conducting and reporting of examinations and assessments as well as monitoring the implementation of remedial education on the basis of examinations/assessments; and
 - (v) implementation of educational projects (school feeding programme, free transport, transport refund, assistive devices), as appropriate.

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 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

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2. To assist in the examination and in the therapy of children and to ensure follow-up.
3. To train teachers, voluntary workers as well as the Educators (SEN) and Deputy Heads, Specialised Schools and other staff working under his responsibility.
4. To inspect -
 - (i) the scheme of work, record of work, work plan and daily notes of teachers; and
 - (ii) the record of performance of pupils.
5. To exercise control on the planning and carrying out of the Individualised Educational/Vocational Programme.
6. To give assistance to the Inspector, Specialised Schools/Day Care Centres in ensuring the proper management of Specialised Schools.
7. To form part of education committees and curriculum panels of the Ministry.
8. To deal with parents and other members of the public so as to ensure the welfare of the children attending the school and maintain good relations and contacts with the public through the Parent Teachers Association.
9. To organise development programmes for the teachers.
10. To give guidance to parents in education and training of their children.
11. To monitor and to report on the progress/performance of pupils.
12. To give pastoral care to pupils in consultation with all stakeholders.
13. To monitor the work and report on the staff under his responsibility.
14. To attend seminars and refresher courses as appropriate, as and when required.
15. To use ICT in the performance of his duties.
16. 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 Head, Specialised Schools in the roles ascribed to him.



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