

GOVERNMENT OF MAURITIUS

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

Ministry: Education and Human Resources

Post: Deputy Head, Specialised Schools

Salary: (i) Rs 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 27,200 (06 37 56)
(ii) Rs 16,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 29,000 (06 39 58)
(For those possessing Certificate in Educational Management)
(iii) Rs 19,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 (06 44 59)
(For those possessing Diploma in Special Education Needs)

Effective Date: 31 July 2012

Qualifications: By promotion, on the basis of experience and merit, of officers who reckon at least two years' service in a substantive capacity in the grade of Educator (Special Education Needs) or an aggregate of at least two years' service in a substantive capacity in the grades of Teacher/Senior Teacher and Educator (Special Education Needs) or Teacher/Senior Teacher (Oriental Languages) and Educator (Special Education Needs) or Educator (Primary) and Educator (Special Education Needs).

- Duties:**
1. To assist the Head, Specialised Schools in the running of the School.
 2. To teach English, French, Mathematics and other subjects, as directed, through appropriate media, including Mauritian Sign Language, Braille, assistive devices, as appropriate.
 3. To help in the planning and implementation of an Individualised Educational/Vocational Programme.
 4. To assist the Head, Specialised Schools in the preparation, conducting and reporting of examinations and assessments as well as implementing remedial education on the basis of examinations/assessments.
 5. To participate in the morning assembly.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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6. To assist the Head, Specialised Schools in the implementation of educational projects (school feeding programme, free transport, transport refund, assistive devices as appropriate) initiated by the Ministry to enhance the quality of education and to promote equity in the system.
7. To assist the Head, Specialised Schools in medical and paramedical specialists examination and therapy of children to ensure follow-up.
8. To keep an updated scheme of work, record of work, plan of work and daily notes and the record of progress/performance of pupils.
9. To form part of educational committees and curriculum panels of the Ministry.
10. To assume the role of Special Education Needs Co-ordinator (SENCO) as per international practice and norms.
11. To work closely with the class teacher and the special needs pupils as well as to liaise with all stakeholders with a view to helping needy students overcome their difficulties, improve their self esteem and academic achievement.
12. To work with specialised institutions, main stream classes, low ability groups or a special integrated class on the school premises.
13. To conduct extension and out of class activities related to the work of the specialised school.
14. To help the Head, Specialised Schools in the organization of extra curricular activities, 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 Deputy Head, Specialised Schools in the roles ascribed to him.



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Ministry of Civil Service and
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