

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

**Ministry:** Education and Human Resources, Tertiary Education and Scientific Research

**Post:** Head, SEN Resource Centres

**Salary:** Rs 27,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 45,275 (06 54 70)  
Rs 28,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 46,775 (06 56 71)  
(For those possessing Diploma in Special Education Needs)  
Rs 28,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 48,275 (06 56 72)  
(For those possessing Advanced Certificate in Educational Management or Diploma in Educational Management)

**Effective Date:** 19 May 2015

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

- (i) possess sound communication and interpersonal skills;
- (ii) have the ability to lead and motivate teams of officers ; and
- (iii) have a sense of responsibility and integrity.

**Role and Responsibilities:** To be responsible for creating an effective environment to support teaching and learning by making use of the human, physical and financial resources available in Special Education Needs and Resource Development Centres.

**Duties:**

1. To be responsible for the –
  - (i) overall management and administration of SEN Resource Development Centres;
  - (ii) setting up of resource rooms and keeping them equipped and functional throughout the year;
  - (iii) supervision of the model school attached to the Centre; and
  - (iv) admission and referral of cases to specialised institutions.
2. To monitor the work and report on the staff working under his responsibility.

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CERTIFIED CORRECT

*[Signature]*  
.....  
for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms  
19 May 2015

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3. To organise development programme and train Deputy Heads, teaching and non-teaching staff and voluntary workers in the SEN sector.
4. To ensure the judicious use of equipment and resources.
5. To work out an annual Development Plan and the annual budget.
6. To form part of educational committees and curriculum panels and other relevant committees of the Ministry.
7. To deal with parents and other members of the public so as to ensure the welfare of the children attending the Centre.
8. To provide counselling and guidance to parents in education and training of their children.
9. To give pastoral care to pupils in consultation with stakeholders.
10. To assist in the examination and in the therapy of children and ensure follow-up.
11. To develop and exercise control on the Individual Education Plan (IEP) for each pupil in collaboration with the multidisciplinary team based at the SEN Resource Development Centres.
12. To maintain relevant database on therapies provided and performance of pupils referred to SEN Resource Development Centres.
13. To conduct regular assessment of pupils referred to the SEN Resource Development Centre and to submit report thereon.
14. To set up and manage the website of Special Education Needs Centres.
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, SEN Resource Centres in the roles ascribed to him.

**Note**

Heads, SEN Resource Centres may be required to attend seminars and refresher courses as appropriate, as and when required.



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.....  
*for Senior Chief Executive  
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