

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Education)
- Post:** Head Master
- Salary:** Rs 25,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 45,275 (06 52 70)
- Rs 27,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 48,275 (06 54 72) (possessing Advanced Certificate in Educational Management or Diploma in Educational Management)
- Effective Date:** 02 June 2014
- Qualifications:** A. By selection from among officers who hold a substantive appointment in any of the following grades –
- (i) Deputy Head Master;
 - (ii) Mentor;
 - (iii) Health and Physical Education Instructor;
- and who possess a diploma in Educational Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission
- or
- who reckon at least 12 years' service in their respective grades or an aggregate of at least 12 years' service in their respective grades and in the grade of Teacher/Senior Teacher or Educator (Primary) and who possess a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

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[Signature]

.....
 for Senior Chief Executive
 Ministry of Civil Service and
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- (iv) Teacher/Senior Teacher or Educator (Primary) who reckon –
- (a) at least 18 years' service in a substantive capacity in their respective grades and who possess a diploma in Educational Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission
- or
- (b) at least 12 years' service in a substantive capacity in their respective grades and who possess a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess sound communication skills; and
- (ii) have the ability to lead and motivate teams of officers.

**Role and
Responsibilities:**

To be responsible for creating a qualitative teaching and learning environment by making optimal use of the human, physical and financial resources available in primary schools.

Duties:

1. To be responsible for the management of a primary school.
2. To verify the appropriateness and relevance of the schemes of work and daily notes of Teachers/Senior Teachers, Educators (Primary), Mentors and Deputy Head Masters.
3. To supervise, guide all members of the staff (teaching and non-teaching) and Trainee Educators (Primary) posted to his school with the collaboration of officers of the Inspectorate Cadre and Deputy Head Masters.

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4. To monitor the implementation of school curriculum.
5. To give on-the-job training to Deputy Head Masters on the administration and the management of a school.
6. To take part in refresher courses and other approved courses in Mauritius or abroad, as and when required.
7. To form part of educational committees and Curriculum Panels.
8. To deal with parents and other members of the public and generally to ensure the welfare of the children attending the school and to maintain good relations and contacts with the public through the Parent-Teacher's Association.
9. To organise with the help of officers of the Inspectorate Cadre, school based staff development programmes for the teachers who need upgrading in a specific subject area.
10. To ensure, at school level, the smooth implementation of educational projects, pre-primary or pastoral care initiated by the Rodrigues Regional Assembly/Ministry of Education and Human Resources to enhance the quality of education and to promote greater equity in the system.
11. To enlist parental and community participation and support in the management of primary schools.
12. To ensure that the distribution of foodstuffs and other requisites is properly done.
13. To help in the preparation and running of examinations and tests in primary schools.
14. To conduct the inventory of school furniture, materials and equipment.

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15. To monitor the implementation of the Literacy and Numeracy Programme.
16. To be responsible for the implementation of the Performance Management System.
17. To use ICT in the performance of his duties.
18. 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 Master in the roles ascribed to him.

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