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GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Education)
- Post:** Mentor
- Salary:** Rs 10,600 x 400 – 15,000 x 500 – 17,000 x 600 – 19,400 (06 34 53)
- Effective Date:** 3 May 2006
- Qualifications:** By selection from among Teachers/Senior Teachers who reckon at least 10 years' service in a substantive capacity in the grade and who possess the Advanced Certificate in Education (ACE).

Candidates will be required to take part in a written competitive examination conducted by the Public Service Commission to assess their knowledge of –

- (i) curricular issues and pedagogy; and
- (ii) teaching/learning process.

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo in-service training for a period of at least six months in the duties, responsibilities and skills of mentoring. On successful completion of the training, they will be eligible for appointment as Mentor in a substantive capacity.

- Duties:**
1. To be responsible to the Head Teacher/Senior Head Teacher for-
 - (a) initiating new recruits on pre-training posting into the teaching profession;
 - (b) providing assistance, guidance and support to Trainee Teachers and Teachers/Senior Teachers;
 - (c) submitting regular progress reports on Trainee Teachers and Teachers/Senior Teachers under his supervision; and
 - (d) conducting regular counselling sessions for Trainee Teachers and Teachers/Senior Teachers with a view to sharing good practices and finding solutions to problems of a pedagogical nature.
 2. To liaise with the Inspectorate Cadre on pedagogical problems encountered when providing assistance, guidance, support to Trainee Teachers and Teachers/Senior Teachers.
 3. To prepare monthly and weekly plan of work and daily lesson plans and notes for classes to be taught.

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CERTIFIED CORRECT

R. Rue

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

03 MAY 2006

Date.....



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4. To have regular academic meetings with colleagues outside school hours in order to monitor the progress of pupils and prepare improvement programmes for eventual implementation and follow-up.
5. To follow professional enrichment programmes at the Mauritius Institute of Education or other training institutions or at school level, as and when required.
6. To provide assistance in mounting and running staff development programmes for the teacher cadre.
7. To perform the full-range duties of a Teacher/Senior Teacher.
8. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

R. R. R.

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date..... **03 MAY 2006**

