

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 61 OF 2023**

### **Vacancy for Post of Educator (Special Education Needs)** **Ministry of Education, Tertiary Education, Science and Technology**

Applications are invited from qualified officers of the Ministry of Education, Tertiary Education, Science and Technology who wish to be considered for appointment as Educator (Special Education Needs) in the Ministry.

#### **II. QUALIFICATIONS**

By selection from among officers in the grades of Primary School Educator and Primary School Educator (Oriental Languages) who –

- A. (i) reckon at least four years' service in a substantive capacity in their respective grade or an aggregate of at least four years' service in a substantive capacity in the grades of Teacher/Senior Teacher [restyled Primary School Educator] or Teacher/Senior Teacher (Oriental Languages) [restyled Primary School Educator (Oriental Languages)] and Educator (Primary) [restyled Primary School Educator]; and
- (ii) possess a diploma in Special Educational Needs from a recognised institution or an equivalent qualification acceptable to the Public Service Commission

OR

- B. (i) reckon at least two years' teaching experience in specialised schools; and
- (ii) possess the Licence for Primary Educators in Special Education or the Educator's Licence in Special Education Needs (ELSEN) awarded by the Mauritius Institute of Education.

#### **NOTE**

**The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.**

### **III. DUTIES AND SALARY**

1. To teach English, French, Mathematics and other subjects forming part of the school curriculum as directed, through appropriate media, including Mauritian Sign Language, Braille and any other appropriate assisting devices.
2. To make use of ICT as a tool for teaching purposes in relation to the school curriculum.
3. To assist the Head, Specialised Schools or Head, SEN Resource Centres in the running of the specialised institution.
4. To conduct extension and out of class activities related to the work of the specialised institution.
5. To help in the planning and implementation of an Individual Educational Plan/Individual Vocational Programme to be prepared at least once a year to meet the educational/vocational needs of students.
6. To assist the Head, Specialised Schools or Head, SEN Resource Centres in carrying out examinations, assessments and tests, as and when required.
7. To help the Head, Specialised Schools or Head, SEN Resource Centres in the organisation of extra curricular activities relevant to children with special needs.
8. To keep the updated individual record/profile/progress of children with special needs.
9. To participate in the Morning Assembly and to perform orderly duties on a roster basis provided he gets at least an undisturbed break of half an hour for lunch.
10. To assist the Head, Specialised Schools or Head, SEN Resource Centres in the medical and paramedical examinations and therapy.
11. To help the Head, Specialised Schools or Head, SEN Resource Centres in the admission of children.
12. To keep an updated scheme, plan and record of work.
13. To ensure discipline in and outside the classroom.
14. To carry out remedial work on the basis of assessments carried out.
15. To assist the Head, Specialised Schools or Head, SEN Resource Centres in the implementation of projects and programmes, including the Supplementary Food Programme.

16. To report on the performance/progress of pupils under his responsibility.
17. To provide pastoral care to pupils under his responsibility.
18. To assume the role of Special Education Needs Coordinator (SENCO) as per international practice and norms.
19. To work closely with the class teacher and the special needs pupils as well as liaise with all stakeholders with a view to helping needy students to overcome their difficulties, improve their self esteem and academic achievement.
20. To work with specialised institutions, mainstream classes, low ability groups or a special integrated class on the school premises.
21. To supervise the orderly dismissal of his pupils.
22. To use ICT in the performance of his duties.
23. 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 Educator (Special Education Needs) in the roles ascribed to him.

#### **Note**

Educators (Special Education Needs) will be required to attend in-service training and refresher courses, as and when required, and during school holidays.

The permanent and pensionable post carries salary in scale Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 47,675 a month.

#### **IV. MODE OF APPLICATION**

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner's Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies overseas.
2. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology.

3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. Candidates are also advised to read carefully the “**NOTES AND INSTRUCTIONS TO CANDIDATES**” before filling in the Application Form. Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

**V. CLOSING DATE**

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Monday 14 August 2023.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 25 July 2023**

Public Service Commission,  
7, Louis Pasteur Street,  
**FOREST SIDE.**