



Reference: 20160824-3501
7/1B
Enquiries: Circuit Managers

Circular: 0031/2016
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Managers, Principals of special public schools and members of governing bodies

Brief summary: *Provision of 2017 teaching staff establishments for special public schools*

Subject: Provision of 2017 teaching staff establishments for special public schools

1. Teaching staff establishments for 2017

- 1.1 The 2017 teaching staff establishments for special public schools have been determined in terms of the revised post-provisioning norms approved by the Heads of Education Committee in 2007 and in terms of the recommended norms of the Western Cape Education Department (WCED) agreed upon in 2007 with the teacher unions and governing body associations.
- 1.2 These teaching staff establishments will be published on the Central Education Management Information System (CEMIS) under the folder Administration (Establishments) on 26 August 2016.

2. Measures (broad principles)

2.1 Post structure

The post structure and descriptions contained in [Collective Agreement 4/2003](#) of the Education Labour Relations Council (ELRC) are applicable to teaching staff establishments.

2.2 School grading

Schools are graded in accordance with the Personnel Administration Measures (PAM) as promulgated by the Minister of Basic Education in *Government Gazette* No. 39684 dated 12 February 2016 and contained in ELRC Collective Agreement 3/2006. Also see paragraph 2.1 above.

2.3 Expiry of posts on 31 December 2016

In terms of the measures of the Revised Post Distribution Model, special public schools must be issued with their annual teaching staff establishments before the end of September of the preceding year. Thus, for the 2016 academic year, all teaching posts issued in addition to the fixed staff establishments of special public schools will expire on 31 December 2016.

3. Filling of advertised posts

- 3.1 All posts that have already been advertised on a WCED vacancy list may be filled permanently, provided that those posts appear on the 2017 staff establishment.
- 3.2 Should an advertised post not appear on the 2017 staff establishment, the school will not be entitled to that post and such a post will be regarded as erroneously advertised.
- 3.3 The stipulation that an advertised post (particularly a promotion post) may be filled only if it does not create an additional excess teacher remains in place.
- 3.4 Should the school principal and the governing body be of the opinion that the post description of the advertised post no longer meets the curriculum needs of the school, they may request the WCED to regard the post as erroneously advertised. A detailed explanation, **signed by both the principal and the chairperson of the governing body**, must accompany such a request.
- 3.5 To ensure stability in 2017, the WCED envisages using the conversion process to fill Post Level 1 posts for appointment on 01 January 2017. Where posts have been captured for advertising on Vacancy List 02/2016 and the school has identified a suitable teacher who can be converted from temporary to permanent status, the advertisement can be removed from the draft vacancy list.

4. Filling of vacant substantive teacher posts (based on teaching staff establishments of 26 August 2016)

- 4.1 During the people management roadshows that were held from June to August 2016, principals were informed of the financial constraints on the Compensation of Employees (CoE) budgets for the 2016/2017 to 2018/2019 medium-term expenditure

frameworks. A number of strategies and opportunities were identified to reduce the impact on CoE expenditure, which included the effective management and utilisation of excess teachers.

- 4.2 One of the cost drivers on the CoE budget is the carrying of excess teachers over and above schools' staff establishments. These cost drivers have required the introduction of strategies to curb employee expenditure within the CoE budget. One of the strategies identified, which the WCED will implement and monitor closely, is the effective management and utilisation of excess teachers. The following actions will be taken within the timeframes identified:

Intervention activities	Timeframe
All teachers who cannot be absorbed on the 2017 teaching staff establishments for 2017 are formally declared in excess.	01–30 September 2016
Districts identify suitable posts for teachers declared in excess for placement in 2017 and consult principals/governing bodies on the placement of excess teachers. Formal placement letters issued to teachers who can be matched and placed against vacant substantive posts for 2017.	01–31 October 2016
Districts provide list of "unplaceable" excess teachers to Head Office for cross-district placements.	31 October 2016
Head Office makes recommendations to districts for cross-district placements.	01–30 November 2016
Formal placement letters issued to teachers who can be matched and placed against vacant substantive posts for 2017.	01–30 November 2016
Excess teachers who cannot be matched and placed should not form part of the school's timetable for 2017.	07 December 2016
In the event that schools require additional teachers due to growth in learner numbers, districts will consult principals/governing bodies on the placement of excess teachers. Formal placement letters will be issued to teachers who can be matched and placed.	09 January 2017

- 4.3 Teachers who have already been declared in excess, based on previous teaching staff establishments and in accordance with previous processes, and **who are still in excess**, retain their in-excess status. These teachers will be dealt with in terms of the prevailing collective agreements of the ELRC.
- 4.4 Permanently appointed teachers must be identified as in excess in terms of Collective Agreement 2/2003 of the ELRC.
- 4.5 Efforts to place excess teachers will continue during the 2017 academic year in the event that teachers leave the services of the WCED and the excess teacher profile meets the curriculum needs of the vacant teacher post(s).

4.6 **Appointment of new entrants**

Another strategy to curb costs on the CoE budget is to appoint new entrants to the education profession in the WCED instead of teachers who are already remunerated at high salaries. In so doing, we will also make provision for new, younger teachers to enter the employ of the WCED.

A **new-entrant teacher** is defined as a final-year student and/or any suitably qualified teacher who graduated in the past three years and who has never been employed by the state. This group includes Funza Lushaka bursary holders.

At the same time, we acknowledge that schools should have the ultimate say when choosing the best person for the position. In order to ensure that we balance the different interests, if principals and governing bodies have strong objections to the appointment of such new entrants at their schools, they must approach the Head of Education at the WCED directly in writing (copying the relevant District Director) and await the outcome of their petition. Such petitions must be submitted at least two weeks before the teacher is to assume duty to allow for proper consideration of each case.

4.7 **Other suitably qualified teachers**

Only qualified teachers with an REQV 13 or higher may be considered for vacant substantive teacher posts. The WCED will exercise its right to employ other teachers only if no qualified teachers can be identified from the aforementioned categories.

5. **Enquiries**

Kindly address all enquiries pertaining to this circular (measures, etc.) to the relevant circuit manager.

6. **General**

Please bring the contents of this circular to the attention of all teachers and governing body members.

SIGNED: PA VINJEVOLD
HEAD: EDUCATION
DATE: 2016-08-24