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

Short summary: *Provision of 2023 teaching staff establishments for ordinary public schools.*

**Subject: Provision of 2023 teaching staff establishments for ordinary public schools**

1. Please refer to Circular 0031/2009, dated 28 August 2009, for a full description of the legislation and measures applicable to the annual issuing of teaching staff establishments to schools. The contents of said circular remain applicable to 2023, except for the following amendments:

2. **Teaching staff establishments for 2022**

2.1 In terms of the measures of the Revised Post Distribution Model, ordinary public schools and special schools must be issued with their annual teaching staff establishments by 30 September of the preceding year. Thus, for the 2022 academic year, all teaching staff establishments issued to ordinary public schools (as well as all additional posts created for and issued to a public school in 2022 as a result of either increased learner enrolment or the curriculum needs of the school) will expire on 31 December 2022.

2.2 The teaching staff establishments for 2023 will be published on the Central Education Management Information System (CEMIS) under the link *Administration (Establishments)* on 26 August 2022.

3. **Post structure**

The post structure and descriptions contained in Personnel Administration Measures (PAM) as promulgated by the Minister of Basic Education in *Government Gazette* No. 39684 dated 12 February 2016 are applicable to teaching staff establishments.

#### 4. **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.

#### 5. **Educator post allocations for 2023**

The objective is to maintain stability at schools for the 2023 academic year and the Head of Education has announced that ordinary public schools will retain their 2022 educator post allocations, including additional posts allocated for 2022, for the 2023 academic year. Additional posts allocated in 2022 now forms part of the fixed staff establishment of a school. Schools that received approval for grade and Language of Learning and Teaching extensions in 2022 and that will extend such extensions in 2023, will receive educator posts for such purposes.

#### 6. **Revision of 2023 teaching staff establishments**

In the event that a school phase out a grade or grades, its teaching staff establishment will be revised based on the number of learners remaining at the school. In the case of learners moving out of the school with the phasing out of a grade or grades, the teaching staff establishment(s) of the receiving school(s) will be revised.

#### 7. **Recalculation of teaching staff establishment owing to change in learner enrolment during 2023**

7.1 The Western Cape Education Department (WCED) reserves the right to abolish Post Level 1 posts if there is a drop in the school's learner enrolment during the course of 2023. In such cases, educators appointed in a temporary capacity will be transferred, after consultation, to posts at other schools. Therefore, when recruiting educators on a temporary basis, principals have to inform applicants that they will be appointed on the understanding that they may be transferred to other schools if their posts are abolished as a result of a drop in learner enrolment at the school.

7.2 All contract appointments are to be made for 12 months if it is against an additional contract post granted to the school for 12 months. These nominations are to be submitted to Head Office through the Contract Appointment Tracking System.

7.3 Contract appointments against permanent vacant posts are to be made for a period of six or twelve months if the school qualifies for such a post. Schools must ensure that contract appointees meet the minimum requirements for appointment to allow for the swift filling of the post via the conversion process. If the same post is still vacant after six months, it should be filled by the same incumbent on a permanent basis provided his or her performance is satisfactory.

7.4 All schools are called upon to update their enrolment totals on CEMIS by Tuesday, 07 March 2023. The teaching staff establishment of all those schools where learner enrolment is less than the learner enrolment reflected on their teaching staff establishment letters, will be recalculated by 24 March 2023. If the school is to lose a post or posts, then the number of contract appointments equal to or fewer than the number of posts the school loses will be reviewed accordingly from 01 April 2023.

## 8. **Filling of advertised posts**

8.1 All posts that have already been advertised in a WCED vacancy list may be filled permanently, provided that those posts appear on the 2023 teaching staff establishment.

8.2 Should an advertised post not appear on the 2023 teaching staff establishment, the school is not entitled to that post and such a post will be regarded as erroneously advertised.

8.3 The stipulation that an advertised post (particularly a promotion post) may be filled only if it does not create an additional excess educator, remains in place.

8.4 Should the 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 office of the Director: Recruitment and Selection 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.

8.5 To ensure stability in 2023, the WCED envisages using the conversion process to fill Post Level 1 posts for appointment on 01 January 2023.

## 9. **Filling of vacant substantive educator posts (based on teaching staff establishments of 26 August 2022)**

9.1 The WCED is still experiencing financial constraints on the Compensation of Employees (CoE) budgets for the 2022/23 to 2024/25 Medium Term Expenditure Frameworks. One of the strategies explored in 2022 was to reduce the impact on CoE expenditure by effectively managing the utilisation of excess educators, which included the lateral transfer of educators between schools with vacancies and utilising excess educators where curriculum challenges were experienced.

9.2 The WCED will again implement measures and closely monitor the effective management and utilisation of excess educators in 2023. The following actions will be taken within the timeframes identified:

Intervention activities	Timeframe
All educators who cannot be absorbed on the 2023 teaching staff establishments are formally declared in excess.	02–31 October 2022
Districts identify suitable posts for educators declared in excess for placement in 2023 and consult principals/governing bodies on the placement of excess educators. Formal placement letters are to be issued to educators who can be matched and placed against vacant substantive posts for 2023.	02–31 October 2022
Districts provide lists of excess educators who cannot be placed to Head Office for cross-district placement.	31 October 2022
Formal placement letters issued to educators who can be matched and placed against vacant substantive posts for 2023.	01–30 November 2022
Excess educators who cannot be matched and placed must not form part of the school's timetable for 2023.	08 December 2022
In the event that schools require additional educators due to a growth in learner numbers, districts will consult principals/governing bodies on the placement of excess educators. Formal placement letters will be issued to educators who can be matched and placed.	18 January 2023

- 9.3 Educators 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 educators will be dealt with in terms of the prevailing collective agreements of the Education Labour Relations Council (ELRC).
- 9.4 Permanently appointed educators are to be identified as in excess in terms of ELRC Collective Agreement No. 4 of 2016.
- 9.5 Efforts to place excess educators will continue during the 2023 academic year in the event that educators leave the service of the WCED and the excess educator profile meets the curriculum needs of the vacant educator post(s).
- 9.6 **Appointment of new entrants**
- 9.6.1 Another strategy to curb costs on the CoE budget is to appoint new entrants to the education profession instead of educators who are already remunerated at high salaries. In so doing, we will also make provision for new educators to enter the employ of the WCED and contribute towards the employment of the youth.

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

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

## 9.7 **Other suitably qualified educators**

Only suitably qualified educators with a Relative Education Qualification Value (REQV) 13 or higher qualification may be considered for vacant substantive educator posts. This office will consider the employment of other educators only if no suitably qualified educators can be identified from the aforementioned categories.

## 10. **Filling of educator posts**

10.1 Preference for the filling of additional educator posts will be given in the following order:

- a) Excess educators
- b) New-entrant educators
- c) Other suitably qualified educators.

10.2 Only suitably qualified educators with an REQV 13 or higher qualification may be considered for vacant and additional educator posts. This office will consider the employment of other educators only if no suitably qualified educators can be identified from the aforementioned categories. Applications for the appointment of temporary educators in the following categories need prior approval from the Director: Recruitment and Selection:

- a) Educators over the age of 65 years.
- b) Educators who exited the employ of the state due to:
  - i) retirement;
  - ii) resignation;
  - iii) ill health;
  - iv) misconduct; or
  - v) abscondence.
- c) Foreign educators.
- d) Unqualified and underqualified educators.

- 10.3 District offices may only approve transfers to schools in cases where the transfer will promote the process of redeployment, i.e. where the transfer will bring about the redeployment of an excess educator to a vacant substantive post. This measure also applies in cases where the transfer will allow for a new-entrant educator to be appointed in the post vacated as a result of the transfer.
11. All enquiries pertaining to this circular and the relevant legislation should be addressed to circuit managers.
12. Please bring the contents of this circular to the attention of all educators and members of governing bodies.

**SIGNED:** B WALTERS

**HEAD: EDUCATION**

**DATE:** 2022-08-25