



File no.: 3/1/3/1  
Reference: 20231117 – 9942

Circular: 0034/2023  
Expiry date: None

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

Short summary: *Provision of 2024 teaching staff establishments for ordinary public and special schools.*

**Subject: Provision of 2024 teaching staff establishments for ordinary public and special 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 2024 as published.
2. **Teaching staff establishments for 2024**
  - 2.1 In terms of the measures of the Revised Post Distribution Model, ordinary public and special schools must be issued with their annual teaching staff establishments by 30 September of the preceding year. Thus, for the 2023 academic year, all teaching staff establishments issued to ordinary public and special schools (as well as all additional posts created for and issued to a public school in 2023 as a result of either increased learner enrolment or the curriculum needs of the school) will expire on 31 December 2023.
  - 2.2 The teaching staff establishments for 2024 were published on the Central Education Management Information System (CEMIS) under the link *Administration (Establishments)* on 29 September 2023.

### 3. **Consultations on the 2024 affordable basket of posts**

- 3.1 During consultations between the Provincial Minister of Education, unions and governing body associations on 18 August 2023, the affordable basket of posts declared for the 2023 academic year was retained for the 2024 academic year. The Head of Education concluded consultations with unions and governing body associations on the utilisation and distribution of the 2024 basket of posts on 22 September 2023.
- 3.2 As the objective is to maintain stability at schools for the 2024 academic year, the Head of Education announced that ordinary public and special schools will retain their 2023 educator post allocations, including additional posts allocated for 2023, for the 2024 academic year. Schools that received prior approval for curriculum, grade and Language of Learning and Teaching extensions for the 2024 academic year, already received educator posts for such purposes.
- 3.3 During the aforementioned consultations the Head of Education informed all role players of the cost containment measures that all government departments must put in place, which will have a major impact on the fiscus.
- 3.4 In order to stabilise the basket of affordable posts for 2024 within the cost containment measures, it will be necessary to institute the following measures with effect from 01 April 2024 applicable to ordinary public and special schools:
- (a) Provision will not be made for substitute posts, except for maternity leave applications.
  - (b) Any Post Level (PL) 1 posts not filled via the conversion process by 31 March 2024 can only be filled by following a formal recruitment and selection process.
    - (i) To support schools, special vacancy lists will be issued in addition to the vacancy lists reflected in Recruitment and Selection Notice 0001/2023, dated 31 October 2023.
  - (c) PL 1 posts will not be provided for acting appointments against vacant substantive School Management Team posts, except for principal posts.
  - (d) The filling of all office-based public service posts (Head Office and district offices) will be frozen and only critical posts will be activated upon approval.

### 4. **Post structure**

The post structure and descriptions contained in the *Personnel Administration Measures (PAM)*, as promulgated by the Minister of Basic Education in *Government Gazette* No. 46879 of 09 September 2022, are applicable to teaching staff establishments.

### 5. **School grading**

Schools are graded in accordance with the PAM.

## 6. **Revision of 2024 teaching staff establishments**

In the event that a school phases 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 a 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 2024**

7.1 The WCED reserves the right to abolish PL 1 posts if there is a drop in the school's learner enrolment during the course of 2024. 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 with 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 schools are called upon to update their enrolment totals on CEMIS by Tuesday, 05 March 2024. 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 22 March 2024. 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 2024.

## 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 2024 teaching staff establishment.

8.2 Should an advertised post not appear on the 2024 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 Preference for the filling of educator posts will be given in the following order:

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

## 9. Management of educators additional to a school's establishment for 2024

- 9.1 Owing to cost containment measures and fiscal pressures on the Compensation of Employees (CoE) budgets for the 2023/24 to 2024/25 and 2025/26 Medium Term Expenditure Frameworks and to reduce the impact on CoE expenditure, the WCED must explore all avenues to match and place excess educators, which includes the lateral transfer of educators between schools with vacancies and utilising excess educators where curriculum challenges are experienced.
- 9.2 The WCED will again implement measures and closely monitor the effective management and utilisation of excess educators in 2024. The following actions will be taken within the timeframes identified:

Intervention activities	Timeframe
All educators who cannot be absorbed on the 2024 teaching staff establishments are formally declared in excess.	30 November 2023
Districts identify suitable posts for educators declared in excess for placement in 2024 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 2024.	30 November 2023
Formal placement letters issued to educators who can be matched and placed against vacant substantive posts for 2024.	30 November 2023
Excess educators who cannot be matched and placed must not form part of the school's timetable for 2024.	08 December 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, dated 23 August 2016.
- 9.5 Efforts to place excess educators will continue during the 2024 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).

## 10. **Appointment of new entrants**

- 10.1 In order to curb costs on the CoE budget new entrants to the education profession should be appointed 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.
- 10.2 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.
- 10.3 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 Director: Recruitment and Selection 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.

## 11. **Other suitably qualified educators**

Only suitably and professionally 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 qualified educators can be identified from the aforementioned categories.

## 12. **Filling of educator posts in addition to the fixed educator establishment (contract appointments only)**

- 12.1 Only suitably qualified educators with an REQV 13 or higher qualification may be considered for vacant and additional educator posts. The employment of other educators will be considered only if no qualified educators can be identified from the aforementioned categories and only in posts that are difficult to fill. 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.

- 12.2 District offices may approve transfers to schools in cases where the alternative placement will promote the process of redeployment, i.e. where the transfer/placement will bring about the redeployment of an excess educator to a vacant substantive post.
13. All enquiries pertaining to this circular and the relevant legislation should be addressed to circuit managers.
14. Please bring the contents of this circular to the attention of all educators and members of governing bodies.

**SIGNED:** B WALTERS

**HEAD: EDUCATION**

**DATE:** 2023-11-21