

File no.: 3/3/3/1/1
Reference: 20231205-410

Strategic People Management Minute: 0015/2023

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Heads: District Curriculum Support, Heads: District Learner Support, Principals and all educators

Subject: Signing of job descriptions (JDs) by school-based educators, therapists, counsellors, psychologists and Chief Education therapists/counsellors

1. Subsequent to Strategic People Management Minute 0008/2018, dated 24 October 2018, Collective Agreement 2 of 2020, "Quality Management System (QMS) for school-based educators", dated 17 September 2020, and Collective Agreement 2 of 2022, "Quality Management System (QMS) for school-based education therapists, counsellors and psychologists employed in terms of the Employment of Educators Act", dated 23 November 2022, were signed in the Education Labour Relations Council.
2. In addition to the signing of these two Collective Agreements, the Personnel Administrative Measures (PAM) as per *Government Gazette No. 46879*, dated 09 September 2022, was also amended.
3. This minute, therefore, replaces and repeals Strategic People Management Minute 0008/2018 and aligns the two above-mentioned Collective Agreements and the PAM.
4. The core duties and responsibilities for educators on post levels 1–4 are outlined from pages 29–46 of the revised PAM.
5. The PAM outlines the core duties and responsibilities of school-based educators as follows:
 - a) Annexure A.2 Teacher
 - b) Annexure A.3 Senior teacher
 - c) Annexure A.4 Master teacher
 - d) Annexure A.5 Departmental head
 - e) Annexure A.6 Deputy principal
 - f) Annexure A.7 Principal

6. Collective Agreement 2 of 2022 provides the generic JD for a school-based education therapist, counsellor, psychologist and Chief Education therapist/counsellor and is attached as Annexure A 9. Please note that for this category of educator, teaching is not a Key Responsibility Area.
7. The circuit manager, as the immediate supervisor of the principal, will be required to co-sign the JDs with all principals in their respective circuits.
8. Principals are required to ensure that all educators at their schools have their JDs co-signed with their relevant supervisors (deputy principals and departmental heads respectively).
9. The JD of a school-based education therapist/counsellor is signed by the Chief Education therapist/counsellor as the immediate supervisor. In the absence of the school-based Chief Education therapist/counsellor, this function will be fulfilled by the education therapist specialist based at the district.
10. The JD of a school-based education psychologist is signed by the senior psychologist based at the district as the immediate supervisor.
11. The signing of all JDs must be finalised by 31 January of each year.
12. In support of enhancing accountability in the department, circuit managers and principals have to ensure that schools comply with this directive.
13. Copies of the job description templates are attached.
14. Kindly bring the contents of this minute to the attention of all district directors, circuit managers, principals, School Management Teams, educators, and relevant district officials.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2023-12-12