

2023 Quality Management System (QMS) calendar for education institutions

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> • SMT: Analysis of annual appraisal scores to inform Staff Development Programme (SDP). • SMT: Ensures that QMS activities appear on the school calendar: <ul style="list-style-type: none"> ❖ Completion of Work Plans (SMT) ❖ Mid-year appraisals ❖ Annual appraisals • SMT: QMS training (new entrants/newly promoted) • SMT: Communicates the QMS Management Plan and SDP to the staff • SMT: meets to finalise Work Plans in preparation for sign-off 	<ul style="list-style-type: none"> • SMT: Work Plans signed off by immediate senior: <ul style="list-style-type: none"> ❖ Hard copy filed at school ❖ Electronic excel copy uploaded to CEMIS • Professional Development: training and support • SMT: Monitoring of SDP 	<ul style="list-style-type: none"> • Professional Development: training and support • SMT: Monitoring of SDP
APRIL	MAY	JUNE
<ul style="list-style-type: none"> • SMT: QMS training (new entrants/newly promoted) • Line managers monitor progress of SMT Work Plans • SMT: Planning for mid-year appraisals • Self-evaluation (to become familiar with instruments and appraisal process in preparation for appraisal) • SMT: Issue timetable for mid-year appraisals (lesson observation) • SMT: Monitoring of SDP • Prepare for mid-year appraisals 	<ul style="list-style-type: none"> • Commence mid-year appraisals • Professional Development: training and support • SMT: Monitoring of SDP 	<ul style="list-style-type: none"> • Completion of mid-year appraisal • Professional Development: training and support • SMT: Monitoring of SDP
JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> • Line managers monitor progress of SMT Work Plans • SMT: Analysis of individual educator mid-year appraisal scores to inform individualised training and support • SMT: QMS training (new entrants/newly promoted) • SMT: Monitoring of SDP • SMT monitors Performance Improvement Plans (PIPs) 	<ul style="list-style-type: none"> • SMT: Planning for annual appraisals • Self-evaluation (new entrants/newly promoted) • SMT: Issue timetable for annual appraisals (lesson observation) • Professional Development: training and support • SMT: Monitoring of SDP • Prepare for annual appraisals 	<ul style="list-style-type: none"> • Commence with annual appraisals • Professional Development: training and support • SMT: Monitoring of SDP
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> • Line managers monitor progress of SMT Work Plans • Completion of annual appraisals • SMT: Planning for QMS in 2024 • SMT: QMS training (new entrants/newly promoted) • Professional Development: training and support • SMT: Monitoring of SDP 	<ul style="list-style-type: none"> • SMT: Internal moderation of performance management scores • Submission: Summative scores as per district due dates • SMT: Draft Work Plans and upload to CEMIS • SMT: SDP structured according to summative evaluation of 2023 • SMT: Monitoring of SDP • SMT monitors PIPs 	<ul style="list-style-type: none"> • SMT: Ensure that QMS activities appear on the school calendar for 2024
TASK		DUE DATES
➤ Finalise Work Plans, signed off by line managers and uploaded to CEMIS		24 February 2023
➤ Completion of mid-year appraisal		15 June 2023
➤ Submission of mid-year monitoring certificate		22 June 2023
➤ Completion of annual appraisal		31 October 2023
➤ Submission of summative scores and Internal Moderation Report (as per district due dates)		01–17 November 2023
➤ SMT Draft Work Plans uploaded to CEMIS		30 November 2023