

File no.: 27/R
Reference: 20230221-1637

Institutional Development and Coordination Minute: 0001/2023

To: Deputy Directors-General, Chief Directors, Directors, Heads: Management and Governance and Circuit Managers

Subject: Protocol for the appointment of curator/caretaker principals

1. The Head of Education has been inundated with requests for the appointment of principals, circuit managers and other district staff who are retired to manage schools for various reasons.
2. This protocol is intended to assist district offices with the recruitment, selection and nomination of contract principals at ordinary public schools.
3. The department will consider appointing a retired principal, circuit manager, and other district officials with relevant management experience to act as a curator/caretaker principal at a newly established school, schools with dysfunctional Senior Management Teams, underperforming schools without a permanent principal, or at schools where the deputy principal posts are vacant and acting appointments are not possible, for a period not exceeding one year.
4. When making a nomination, the district must ensure that the nominee
 - 4.1 Is suitably and professionally qualified;
 - 4.2 Has had 10 years and more relevant management and governance experience as a principal of a well performing school, and/or as a district official;
 - 4.3 Must have sound managerial skills to manage the school, staff, learners, parents as well as dealing with community challenges; and
 - 4.4 Must not have had their services terminated due to ill-health or misconduct.
5. District offices must ensure that they follow a short recruitment and selection process, which includes conducting the following:
 - 5.1 An interview which focuses on the People Management, School Management (school administration), Curriculum Management, and Stakeholder Management competencies; and
 - 5.2 A practical exercise.

6. To allow the delegated authority to make an informed decision, a formal request in the form of a submission with the following information must be submitted to the Chief Director:
Districts:
 - 6.1 A motivation spelling out the reasons for the appointment;
 - 6.2 A concise curriculum vitae outlining the skills and experiences of the nominee and evidence of any relevant successes as a principal and/or district official;
 - 6.3 Interview minutes;
 - 6.4 DPE1 form (educator application for employment form);
 - 6.5 Banking details form of the nominee; and
 - 6.6 Tax number.

7. Please bring the content of this minute to the attention of all relevant staff.

SIGNED: A MEYER

DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT AND COORDINATION

DATE: 2023-02-28