



B – WCED Guideline: Roles and Responsibilities

Branch: Institution Development and Coordination	B - WCED Guideline: Roles and Responsibilities	
B – WCED Guideline	Issued: 15 May 2020	To be reviewed as and when necessary

Approved by the Head of Department:



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B – WCED GUIDELINE: ROLES AND RESPONSIBILITIES

1. RESPONSIBILITIES OF THE PRINCIPAL AND SMT

1.1 Principals and SMT has the overall responsibility to:

The following are responsibilities to be taken up by the principal and SMT. This is a period that demands leadership, courage and creativity to assist the department to navigate a very difficult period in education and in the country.

- 1.1.1 Maintain a positive demeanor on government's efforts to prevent the spread of the Coronavirus (2019-nCoV).
- 1.1.2 Safeguard the health, safety and wellbeing of learners, teachers and support staff team.
- 1.1.3 Maintain a complete database of learner, teacher and non-teaching staff information (WCED and a COVID-19 requirement).
- 1.1.4 Depending on learner numbers, it may be necessary to review the time table in line with COVID-19 requirements. Take the following into consideration:
 - Class sizes;
 - Staggered intervals;
 - Learners to remain in classrooms and teachers to rotate between lessons (periods);
 - More than one assembly (depending on space);
 - Provision for screening of teachers and learners each morning;
 - Appropriate meeting spaces for staff (staffroom might be too small);
 - No extra-curricular/after school activities; and
 - Might be necessary to review some of the governing body policies.
- 1.1.5 Ensure orientation of all staff and learners in line with the guidance given in document C.
 - Make logistical arrangements for the orientation sessions.
 - Ensure that all teachers attend the orientation sessions.
- 1.1.6 Explain to staff the leave dispensation that will be applicable for teachers with comorbidities. The principal must submit a complete list of such teachers who could qualify to work from home. The identified teachers must submit a leave application form with the required medical report to the principal.
- 1.1.7 Develop a plan for and oversee the thorough cleaning of school before the arrival of teachers and learners and the ongoing cleaning and sanitizing of the school on a daily basis.
- 1.1.8 With the assistance of the SMT, put in place measures for hygiene control and social distancing prior to the return of teachers and learners.
- 1.1.9 Oversee the implementation of the orientation session and curriculum recovery plans at school level and to provide the necessary support to the teachers and learners.
- 1.1.10 Keep parents informed of the plans and the changes to be implemented.

- 1.1.11 Monitor social distancing prescripts.
- 1.1.12 Ensure that the provision of water and sanitation, safe, healthy teaching and learning environments and personal protective equipment such as face masks are in place.
- 1.1.13 Keep parents and learners informed of virtual/online learning, TV, radio and other similar initiatives that are available to learners, especially those that have not returned to school.
- 1.1.14 Find ways to ensure that teaching and learning continues with learners who are still at home awaiting the phased return to the classroom.
- 1.1.15 While there may be an increase in the use of ICTs and digital technologies as a temporary solution to the Coronavirus (2019-nCOV) crisis, measures must be proactive to protect learners from the risks associated with social media platforms (e.g. cyberbullying, etc.).
- 1.1.16 Ensure that the most vulnerable learners are protected, motivated and provided with all the necessary support.
- 1.1.17 Provide the district office with the names of vulnerable learners (comorbidities). Circuit Managers will provide guidance on how these learners must be dealt with.
- 1.1.18 Collaborate with the district office for the provision of psycho-social support, where necessary, including counselling services to learners, teachers and support personnel to ensure their wellbeing.
- 1.1.19 Investigate all cases of absenteeism to minimise the risk of dropouts.
- 1.1.20 Proper arrangements (process, place and staff) to do screening of teachers and learners in the morning.
- 1.1.21 Observe all COVID-19 protocols.
- 1.1.22 Monitor the receipt of hygiene and safety equipment to schools

2. THE ROLE OF THE CIRCUIT MANAGER

2.1 The Circuit Manager has the overall responsibility to:

- 2.1.1 Monitor the receipt of hygiene and safety equipment to schools.
- 2.1.2 Monitor that schools have been cleaned in preparation of return of teachers and learners.
- 2.1.3 Monitor the readiness of schools to receive teachers and learners.
- 2.1.4 Monitor the identification of teachers and learners with comorbidities.
- 2.1.5 Monitor the resumption of teaching and learning under the requisite guidelines.
- 2.1.6 Monitor that orientation happens at schools.
- 2.1.7 Oversee and monitor the implementation of the process of phasing in schooling.
- 2.1.8 Provide the necessary support to principals and schools, as requested.
- 2.1.9 Keep all principals up to date of any developments and ensure that principals are briefed.
- 2.1.10 Monitor school attendance records and ascertain information regarding any Covid-19 related absence.

- 2.1.11 Ensure that schools maintain up to date information on learners and teachers.
- 2.1.12 Monitor that schools record the daily screening of staff and learners.
- 2.1.13 Monitor all reported cases of illness.
- 2.1.14 Monitor the observance of the WCED SOP on Feeding prescripts.
- 2.1.15 Ensure that the amended curriculum framework is implemented.
- 2.1.16 Intervene in any unsafe actions or deviations by schools in accordance with proper remedial procedures for the safety of learners, educators and parents.
- 2.1.17 Report to district director on progress made by his/her schools as well as any issues of safety that might compromise the recovery plan.