



Western Cape
Government

Education

FOR YOU

Services Access Booklet
Metro Central District Office

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Preface

This booklet is a desk reference for managers to identify the core service areas of the Western Cape Education Department's district offices and to access the required services easily.

The booklet is a simple guide which identifies the main service areas of the Western Cape Education Department's district offices, with names and contact details, while giving details relating to the mechanisms for accessing these services.

This booklet is a living document, which means that the information it contains will be amended regularly and updated as circumstances dictate. For this reason, main service area managers are responsible for updating the details of their specific service areas.

This document will be made available on the Western Cape Government's website and the latest version of the booklet can be found there.

A Office of the District Director	
Purpose	To manage the quality of education and education institutions within the district.
Function 1	Develop and support education institutions in order to ensure quality education delivery within a circuit.
Function 2	Manage district business planning, strategy processes, information systems, communication, infrastructure planning -, management and governance.
Function 3	Manage, coordinate and support curriculum delivery at institutional level through the circuits.
Function 4	Render learner support to institutions through the circuits, which includes specialised education programmes and learner health and well – being.
Function 5	Render a district level corporate service.
Rank	District Director
Name & Surname	Brenda Robertson
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Location	Gate House 2, Alexandra Provincial Office Precinct, Haven Road, Garden Village, Maitland, 7705
Rank	Personnel Assistant
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Location	Gate House 2, Alexandra Provincial Office Precinct, Haven Road, Garden Village, Maitland, 7705
A1 Corporate Services	
Purpose	To render a district level corporate service.
Function 1	Responsible for sound financial and Supply Chain Mangement Services .
Function 2	Responsible for financial compliance of Public Ordinary and Public Special Schools and hostels .
Function 3	Provide a logistical support service.
Rank	Head: Corporate Services
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Location	Gate House 2, Alexandra Provincial Office Precinct, Haven Road, Garden Village, Maitland, 7705
A2 Curriculum Support	
Purpose	To manage, coordinate and support effective curriculum delivery at Public Ordinary and Public Special Schools
Function 1	Manage the Implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools (offering the NCS) for Gr R to Gr 12.

Function 2	Manage the school-based assessments, internal- and external examinations (National Senior Certificate (NSC))and National Assessments at District Level
Function 3	Manage and coordinate the implementation of eLearning at Public Ordinary and Special Schools.
Function 4	Manage the establishment, development, administration and effective use of various school library models (including mobile libraries)
Rank	Head: Curriculum Support
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Tel. Number	021 514 6970
Location	Gate House 2, Alexandra Provincial Office Precinct, Haven Road, Garden Village, Maitland, 7705
Rank	Administrative Support Officer
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A3 Learner Support (Inclusive And Specialised Learner And Educator Support) (ISLES)

Purpose	To ensure that inclusive and specialised education support is rendered to Public Ordinary and Public Special Schools and learners throughout the Education District.
Function 1	Manage the implementation of programmes for early identification and interventions relating to barriers to learning and special needs.
Function 2	Manage the strengthening of District- and School-based Specialised Support.
Function 3	Develop and maintain inter- and intra-sectoral networks, collaborations and stakeholder engagements at District level to enhance specialised support.
Function 4	Implementation and further expansion of inclusive education.
Function 5	Implementation of ISLES training and capacity building initiatives for District and Institution-based staff.
Rank	Head: Special Needs Education Advice and Coordination
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A4 District Circuits	
Circuit 1	
Purpose	To develop and support education institutions in order to ensure quality education delivery within a circuit
Function 1	Ensure that Public Ordinary and Public Special Schools within the Circuit are effective and efficiently managed and governed
Function 2	Promote leadership and manage principals and support the management of staff (employees) in Public Ordinary Schools and Public Special Schools
Function 3	Ensure the implementation of the curriculum at Public Ordinary and Public Special Schools within the Circuit which entails the following:
Function 4	Ensure Learner support (SLES) services to Public Ordinary and Public Special Schools
Rank	Circuit Manager
Name & Surname	Zola Pahlana
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Circuit 2	
Rank	Circuit Manager
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Circuit 3	
Rank	Circuit Manager
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Circuit 4	
Rank	Circuit Manager
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Circuit 5	
Rank	Circuit Manager
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Rank	Administrative Support Officer
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Circuit 6	
Rank	Circuit Manager
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Circuit 7	
Rank	Circuit Manager
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Circuit 8	
Rank	Circuit Manager
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Circuit 9	
Rank	Circuit Manager
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Rank	Administrative Support Officer
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Circuit 10	
Rank	Circuit Manager
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Rank	Administrative Support Officer
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B1	Management and Governance	
Purpose	To manage the district business planning-, information management, school management and governance support and people management within the Education District.	
Function 1	Ensure the implementation and dissemination of information, facilitate ICT services and prepare, implement and monitor the district business planning processes.	
Function 2	Provide developmental support to Public Ordinary-, Public Special Schools and hostels to ensure effective and efficient school management and governance within the District.	
Function 3	Render a people management service for education district	
Rank	Head: Strategic-, Information-, Governance and People Management	
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