



Western Cape  
Government

Education

**FOR YOU**

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**Services Access Booklet**  
Eden Central Karoo

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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.

<b>A Office of the District Director</b>	
<b>Purpose</b>	To manage the quality of education and education institutions within the district.
<b>Function 1</b>	Develop and support education institutions in order to ensure quality education delivery within a circuit.
<b>Function 2</b>	Manage district business planning, strategy processes, information systems, communication, infrastructure planning -, management and governance.
<b>Function 3</b>	Manage, coordinate and support curriculum delivery at institutional level through the circuits.
<b>Function 4</b>	Render learner support to institutions through the circuits, which includes specialised education programmes and learner health and well – being.
<b>Function 5</b>	Render a district level corporate service.
<b>Rank</b>	District Director
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<b>Location</b>	1st Floor, York Park Building, St Johns Street, George
<b>A1 Corporate Services</b>	
<b>Purpose</b>	To render a district level corporate service.
<b>Function 1</b>	Responsible for sound financial and Supply Chain Mangement Services.
<b>Function 2</b>	Responsible for financial compliance of Public Ordinary and Public Special Schools and hostels.
<b>Function 3</b>	Provide a logistical support service.
<b>Rank</b>	Head: Corporate Services
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<b>A2 Curriculum Support</b>	
<b>Purpose</b>	To manage, coordinate and support effective curriculum delivery at Public Ordinary and Public Special Schools
<b>Function 1</b>	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.
<b>Function 2</b>	Manage the school-based assessments, internal- and external examinations (National Senior Certificate (NSC) )and National Assessments at District Level

<b>Function 3</b>	Manage and coordinate the implementation of eLearning at Public Ordinary and Special Schools.
<b>Function 4</b>	Manage the establishment, development, administration and effective use of various school library models (including mobile libraries)
<b>Rank</b>	Head: Curriculum Support
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**A3 Learner Support (Inclusive And Specialised Learner And Educator Support) (ISLES)**

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