



Western Cape
Government

Education

FOR YOU

Services Access Booklet
Metro South District Office

Table of content

| | Description | Page No |
|-----------|--|--------------|
| A | Office of the District Director | 4 |
| A1 | Corporate Service | 4 |
| A2 | Curriculum Support | 5 |
| A3 | Learner Support | 5 |
| A4 | District Circuits | 6 - 9 |
| B1 | Management and Governance | 9 |

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.

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| 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 | Cherie Meyer-Williams |
| | Tel. Number | 021 370 2005 |
| | Location | AZ Berman Drive, Lenteguur, Mitchell's Plain |
| | Rank | Personal Assistant |
| | Name & Surname | Paulina Redelinghuys |
| | E-mail address | Paulina.Redelinghuys@westerncape.gov.za |
| | Tel. Number | 021 370 2005 |
| | Location | AZ Berman Drive, Lenteguur, Mitchell's Plain |
| 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 (Acting) |
| | Name & Surname | Ashley Engel |
| | E-mail address | Ashley.Angel@westerncape.gov.za |
| | Tel. Number | 021 370 2076 |
| | Location | AZ Berman Drive, Lenteguur, Mitchell's Plain |
| 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 |

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| 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 |
| Name & Surname | Charmaine Pietersen |
| E-mail address | Charmaine.Pietersen@westerncape.gov.za |
| Tel. Number | 021 370 2067 |
| Location | AZ Berman Drive, Lentegour, Mitchell's Plain |
| Rank | Administrative Clerk |
| Name & Surname | Edith Leeman |
| E-mail address | Edith.Leeman@westerncape.gov.za |
| Tel. Number | 021 370 2066 |
| Location | AZ Berman Drive, Lentegour, Mitchell's Plain |
| 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 |
| Name & Surname | Guilot de Klerk |
| E-mail address | Guilot.deKlerk@westerncape.gov.za |
| Tel. Number | 021 370 2090 |
| Location | AZ Berman Drive, Lentegour, Mitchell's Plain |
| Rank | Administrative Clerk |
| Name & Surname | Fairuz Kariem |
| E-mail address | Fairuz.Kariem@westerncape.gov.za |
| Tel. Number | 021 370 2092 |
| Location | AZ Berman Drive, Lentegour, Mitchell's Plain |

| A4 District Circuits | |
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| 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 | Gregory Kannemeyer |
| E-mail address | Gregory.Kannemeyer@westerncape.gov.za |
| Tel. Number | 021 703 3198 |
| Location | AZ Berman Drive, Lenteguur, Mitchell's Plain |
| Rank | Administrative Clerk |
| Name & Surname | Yonelisa Mafanya |
| E-mail address | Yonelisa.Mafanya@westerncape.gov.za |
| Tel. Number | 021 703 3198 |
| Location | AZ Berman Drive, Lenteguur, Mitchell's Plain |
| Circuit 2 | |
| Rank | Circuit Manager (Acting) |
| Name & Surname | Moipone Sam |
| E-mail address | Moipone.Sam@westerncape.gov.za |
| Tel. Number | 021 703 3198 |
| Location | Plantation Road, Ottery, 7800 |
| Rank | Administrative Clerk |
| Name & Surname | Ageshni Chetty |
| E-mail address | Ageshni.Chetty@westerncape.gov.za |
| Tel. Number | 021 703 3198 |
| Location | Plantation Road, Ottery, 7800 |
| Circuit 3 | |
| Rank | Circuit Manager (Acting) |
| Name & Surname | Jean Human |
| E-mail address | Jean.Human@westerncape.gov.za |
| Tel. Number | 021 703 3198 |
| Location | Plantation Road, Ottery, 7800 |

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| Rank | Administrative Clerk |
| Name & Surname | Carly- Anne Cozyn |
| E-mail address | Carly-Ann.Cozyn@westerncape.gov.za |
| Tel. Number | 021 703 3198 |
| Location | Plantation Road, Ottery, 7800 |
| Circuit 4 | |
| Rank | Circuit Manager |
| Name & Surname | Akeda Isaacs |
| E-mail address | Akeda.Isaacs@westerncape.gov.za |
| Tel. Number | 021 374 4107 |
| Location | c/n Aloe and Bamboo Street, Lentegeur, 7785 |
| Rank | Administrative Clerk |
| Name & Surname | Savannah Smith |
| E-mail address | Savannah.Smith@westerncape.gov.za |
| Tel. Number | 021 374 4107 |
| Location | c/n Aloe and Bamboo Street, Lentegeur, 7785 |
| Circuit 5 | |
| Rank | Circuit Manager (Acting) |
| Name & Surname | Warren Boonzaier |
| E-mail address | Warren.Boonzaier@westerncape.gov.za |
| Tel. Number | 021 703 3198 |
| Location | Plantation Road, Ottery, 7800 |
| Rank | Administrative Clerk |
| Name & Surname | Lisle Piers |
| E-mail address | Lisle.Piers@westerncape.gov.za |
| Tel. Number | 021 703 3198 |
| Location | Plantation Road, Ottery, 7800 |
| Circuit 6 | |
| Rank | Circuit Manager (Acting) |
| Name & Surname | Leonie Jacobsen |
| E-mail address | Leonie.Jacobsen@westerncape.gov.za |
| Tel. Number | 021 703 3198 |
| Location | Plantation Road, Ottery, 7800 |
| Rank | Administrative Clerk |
| Name & Surname | Helen Visagie |
| E-mail address | Helen.Visagie@westerncape.gov.za |
| Tel. Number | 021 703 3198 |
| Location | Plantation Road, Ottery, 7800 |

| Circuit 7 | |
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| Rank | Circuit Manager (Acting) |
| Name & Surname | Kay Spiers |
| E-mail address | Kay.Spiers@westerncape.gov.za |
| Tel. Number | 021 703 3198 |
| Location | Plantation Road, Ottery, 7800 |
| Rank | Administrative Clerk |
| Name & Surname | Unathi Qwane |
| E-mail address | Unathi.Qwane@westerncape.gov.za |
| Tel. Number | 021 703 3198 |
| Location | Plantation Road, Ottery, 7800 |
| Circuit 8 | |
| Rank | Circuit Manager |
| Name & Surname | Terence Woolf |
| E-mail address | Terence.Woolf@westerncape.gov.za |
| Tel. Number | 021 703 3198 |
| Location | Plantation Road, Ottery, 7800 |
| Rank | Administrative Clerk |
| Name & Surname | Jamie-Leigh de Klerk |
| E-mail address | Jamie-Leigh.DeKlerk@westerncape.gov.za |
| Tel. Number | 021 703 3198 |
| Location | Plantation Road, Ottery, 7800 |
| Circuit 9 | |
| Rank | Circuit Manager |
| Name & Surname | Thandi Jafta |
| E-mail address | Thandi.Jafta@westerncape.gov.za |
| Tel. Number | 021 370 2089 |
| Location | AZ Berman Drive, Lenteguur, Mitchell's Plain |
| Rank | Administrative Clerk |
| Name & Surname | Vivienne Fortune |
| E-mail address | Vivienne.Fortune@westerncape.gov.za |
| Tel. Number | 021 370 2079 |
| Location | AZ Berman Drive, Lenteguur, Mitchell's Plain |

| 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 Management and Governance | |
| Name & Surname | Lynne Primo | |
| E-mail address | Lynne.Primo@westerncape.gov.za | |
| Tel. Number | 021 370 2069 | |
| Location | AZ Berman Drive, Lentegeur, Mitchell's Plain | |
| Rank | Administrative Clerk | |
| Name & Surname | Carlo van der Poel | |
| E-mail address | Carlo.vanderpoel@westerncape.gov.za | |
| Tel. Number | 021 370 2000 | |
| Location | AZ Berman Drive, Lentegeur, Mitchell's Plain | |
| Rank | Assistant-Director: Strategy and Communications | |
| Name & Surname | Tarryn-Lee Faure | |
| E-mail address | Tarryn-Lee.Faure@westerncape.gov.za | |
| Tel. Number | 021 370 2069 | |
| Location | AZ Berman Drive, Lentegeur, Mitchell's Plain | |