

PROCEDURES FOR THE APPOINTMENT OF ACTING PERSONNEL IN SCHOOL BASED MANAGEMENT POSTS

1. PREAMBLE

- 1.1 All appointments of acting personnel in school management posts shall be in terms of Resolution 8 of 2001.
- 1.2 These procedures supersede and replace all other practices and procedures applied previously.
- 1.3 All incumbents who are currently in acting positions must be re-appointed in line with Resolution 8 of 2001.

2. PURPOSE

To expedite the process of effecting acting appointments in management posts in order that schools can be effectively managed.

3. GENERAL PRINCIPLES

Resolution 8 of 2001 determines the following principles in terms of the appointment of an educator into an acting appointment:

An educator may be appointed into an acting appointment provided that:

- He/She complies with the minimum requirements M+3 [REQV 13], which includes a recognised professional qualification.
- The post is a vacant and funded post
- The appointee is a serving permanent educator.
- The post is one post level higher than his/her current post (In extraordinary circumstances the employer may deviate from clauses 2 and 3 of Resolution 8 of 2001)
- The period of appointment is longer than six weeks, but limited to a maximum of twelve (12) months.

4. AFFIRMATIVE ACTION

The KwaZulu-Natal Department of Education and Culture is an equal opportunity affirmative action Employer. Consequently every effort must be made to ensure that affirmative action is applied.

5. PROCEDURES FOR ACTING APPOINTMENTS

- 5.1 The Employer, by means of the prescribed form, (Annexure A) shall notify the educators and the Governing Body of the School that a vacancy exists necessitating a recommendation for the appointment of the educator for the acting appointment.
- 5.2 In extraordinary circumstances should the Employer wish to deviate from clause 2 of Resolution 8 of 2001, there being no suitable candidate from within the school, it shall notify educators within a circuit and then a district.

- 5.3 Within fourteen days of notification by the employer, the school Governing Body shall recommend to the employer, having followed procedures that are fair and non-discriminatory, the educator to be appointed to act in a higher vacant and funded post.
- 5.4 In extraordinary circumstances should the Employer wish to deviate from clause 3 of Resolution 8 of 2001 the School Governing Body failing to make a recommendation, the Employer shall exercise its right in terms applicable legislation.
- 5.5 The educator within the applicable rank, within the institution, should be recommended to be appointed in the vacancy, except in the following instances:
 - 5.5.1 The educator/s in question decline(s) [In writing] to take up the post; or
 - 5.5.2 The governance structure (School Governing Body) of the institution motivate(s) clearly and compellingly in writing, having consulted with other stakeholders, why the educator/s in question should not be appointed.
- 5.6 Where more than one [1] educator occupies the highest rank [e.g. two [2] Deputy principals available for an acting principalship; OR two [2] or more Head Of Department available for an acting deputy principalship or principalship], the School Governing Body shall consider all eligible Educators who have signified, in writing, their willingness to be considered for the acting appointment.
- 5.7 In the case of the Acting Head of Department posts the following is applicable in terms of curriculum needs:
 - 5.7.1 Secondary School: The Governing Body shall consider all eligible educators in the relevant learning area of the vacant post who have signified, by their completion of the presented (ANNEXURE B) form their willingness to be considered for the acting appointment.
 - 5.7.2 Primary School (Junior Primary/Senior Primary) all eligible educators in the relevant phase of the vacant post who have signified, by their completion of the presented form, (ANNEXURE B) their willingness to be considered for the acting appointment.
- 5.8 The recommendation of the Governing Body shall be non-discriminatory and may include criteria such as:
 - Leadership: Administrative, Management and Related expertise,
 - Organisational ability and experience
 - Professional Development/Education experience and insight,
 - Leadership: Community related
 - Other relevant experience
- 5.9 The Governing Body shall keep a record of proceedings and submit the recommendation (ANNEXURE C) within fourteen days.

6. COMPENSATION

- 6.1 An Acting allowance will only be paid to an educator who acts:
 - 6.1.1 In a higher vacant funded post that is one [1] post level higher than his/her current position;
 - 6.1.2 If the period of appointment is longer than six [6] weeks, but limited to a maximum of 12 months.

6.2 Calculation of acting allowances will be effected in terms of Resolution 8 of 2001:

- 6.2.1 The acting allowance that will apply is the difference between the acting person's current salary (without benefits) and the commencing notch of the higher post (without benefits) that applies to the position in which the person is acting.
- 6.2.2 Where the acting person's current salary (without benefits) equals or exceeds the commencing notch of the higher post (without benefits) that applies to the position in which the person is acting, the acting allowance that will apply is a notch increase.
- 6.2.3 Where the acting is to be performed at an institution or office that is geographically removed from the person's current place of work, an applicable subsistence and travel allowance shall also be paid to him/her.
- 6.2.4 An educator who has been appointed to act in a certain post will be subject to all the responsibilities appropriate to the post for the duration for which he/she is appointed.

7. RECOMMENDATION PROCESS

The Governing Body shall convene a meeting for the purpose of recommending a candidate for the vacant and funded acting appointment as per notification from the District Manager.

Unions (**ANNEXURE D**) must be invited to observe the process including interviews (*where necessary*) and shall be given three working days notice.



Province of KwaZulu Natal
Department of Education & Culture

NOTIFICATION FROM DISTRICT MANAGER

Institution: _____ **Date:** _____

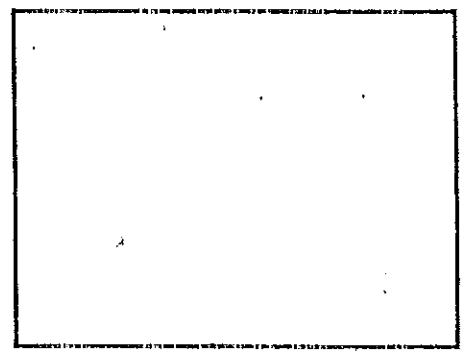
Dear Sir/Madam

You are hereby informed that your school has a vacant and funded post. In terms of Resolution 8 of 2001, an acting appointment must be recommended by the Governing Body of the School within fourteen days of receipt of this notice. This notice is for the immediate attention of the Governing Body and all staff members.

Nature of Vacancy:

	Post	Post Level
Principal		
Deputy Principal		
HEAD OF DEPARTMENT		
Junior Primary		
Senior Primary		
Secondary Phase		Learning Area

Signature: District Manager



DISTRICT OFFICE STAMP

APPLICATION / ASSESSMENT FORM TO BE USED BY APPLICANT AND SCHOOL GOVERNING BODY

Surname		First Names	
Personal Number		Present Post Level	
Vacant Post Description		School	
Post Level of Vacant Post			

Briefly motivate your suitability for consideration for the acting appointment:

Score

1 Organisational ability and experience

/

10

2 Leadership, administrative management and related experience

/

10

3 Professional Development, Educational Experience and insight

/

10

4 Leadership, community related

/

5

5 Other Relevant Experience

/

5

TOTAL

/

40

Applicant's Signature

Date

School/Institution: _____

Address: _____

Dear Sir/Madam

RECOMMENDATION OF EDUCATOR FOR ACTING APPOINTMENT

You are hereby notified that the Governing Body of:

School/Institution: _____

Recommends the following educator for appointment as per Resolution 8/2001:

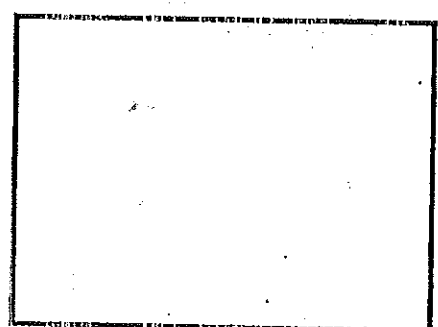
Surname		First Names	
Persal Number		Present Post Level	
Vacant Post Description		Vacant Post Level	

	NAME	SIGNATURE
Chairperson		
Member		
Member		
Member		
Member		
Member		
Member		
Member		
NAPTOSA		
SADTU		
SAOU		
Date		

Yours faithfully

Signature

Date



SCHOOL STAMP

Draft letter to Unions

(LETTERHEAD OF SCHOOL)

(UNION ADDRESS)

Date: _____

Dear Sir/Madam

NOTICE OF RECOMMENDATION MEETING FOR ACTING APPOINTMENT

1. You are hereby notified and invited to send one representative to the following:

MEETING	DATE	VENUE	TIME
RECOMMENDATION FOR ACTING APPOINTMENT			

Yours faithfully

Signature

SCHOOL STAMP

TEACHERS' ORGANISATIONS

ORGANISATION	ADDRESS	TELEPHONE	FACSIMILE
NAPTOS/M	APEIK: ASSOCIATION OF PROFESSIONAL EDUCATORS KWAZULU NATAL		
	P.O. Box 35613	031-5631966	031-5631611
	Northway; 4065		
	NATU: NATIONAL TEACHERS UNION		
	Private Bag X6602, Newcastle, 2940	034-3292716	035-7721651
	NATU Durban Region	031-3049452	031-3041715
	Pietermaritzburg	033-3940924	033-3940924
	Port Shepstone	039-6827010	039-6827010
	NATU North Coast	035-7870988	035-7870988
	NATU Ulundi Region; P O Box 897, Eshowe, 3815	035-4742682	035-8703094
	NATU Northern Natal Region, P O Box 141742, Madadeni, 2951	034-3292716	
	NATU South Coast Region P O Box 199, Hibberdene, 4220	039-6827010	
	SAUVSE: SOUTH AFRICAN UNION FOR VOCATIONAL AND SPECIALISED EDUCATION		
	SAUVSE (Fiona Lewis) Private Bag X1, Berea Road, Durban, 4007	031-2013112	031-2015442
	SAUVSE (Johan Ferreira) Private Bag X6602, Newcastle, 2940	083-388 6151 034-3133044	