



Province of the Eastern Cape
DEPARTMENT OF EDUCATION
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DEPARTEMENT VAN ONDERWYS
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CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

**Provincial Curriculum Guidelines
(PCG 04/2005)**

**Role Functions and
Responsibilities
Of
Curriculum Personnel**



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Date: 15 November 2005

Provincial Curriculum Guidelines: (PCG 04/2005) Role Functions and Responsibilities of Curriculum Personnel

A. Preamble

1. This document is intended to formalise the role functions of all Curriculum Personnel: Phases, Learning Areas and Subjects.
2. This document is informed by the Eastern Cape Department of Education's Provincial Strategic Plan, namely the provincial Vision, Mission, Strategic Goals and Strategic Objectives. In addition, the role functions and responsibilities are designed to realise the vision of the Chief Directorate: Curriculum Management.
3. The Work Plans and Work Plan agreements of all Curriculum Personnel must be informed by Provincial Curriculum Guidelines 04/2005: *Role Functions and Responsibilities of Curriculum Personnel*.
4. This role function document is the result of input obtained from all Curriculum Personnel through a consultative process at the Education Leadership Institute from 25 – 27 September 2005 and was underwritten by the Provincial Curriculum Co-ordinating Committee (PCCC) on 2 November 2005.
5. The stipulations of this document are binding on all Curriculum Personnel employed in the Provincial Education Department.

B. Eastern Cape Department of Education: Provincial Strategic Plan

Vision

Our vision is to offer a world class education and training system that meets the diverse needs of the rural and urban character of our province, promoting good governance and sustainable development.

Mission

The Department of Education provides quality education for sustainable development through:

- Providing socially relevant and economically responsive programmes that address the human resource needs of the province and the country
- Enhancing the skills base for agrarian transformation, manufacturing diversification and tourism in order to meet the needs of the second economy
- Providing quality programmes to build the capacity of all employees
- Engaging its stakeholders in participatory processes

Strategic Goals

1. Equity in educational achievements for all learners regardless of race, gender disability or geographic location
2. Equipping all school learners with skills for further employment (including self employment), training and participation in society
3. Improved quality of teaching and learning at all educational levels, throughout the province
4. Increased levels of service integration at the local level
5. The establishment and performance of systems and processes for enhanced service delivery
6. Optimal configuration of the school system in order to balance access and efficiency
7. Balanced funding and deployment of resources to maximise discretionary support to strategic priorities
8. Social issues affecting schooling
9. School infrastructure development

C. Vision of the Chief Directorate: Curriculum Management

The Vision of the Chief Directorate: Curriculum Management which was adopted on 25 September 2005 at the Education Leadership Institute is as follows:

To provide leadership and direction for efficient curriculum management and effective curriculum implementation through policies, procedures, systems and structures

D. Role functions and responsibilities of Curriculum Personnel

The role functions outlined in this document are directly linked to **Strategic Goals 3,2,5 and 1 above**, in order of priority. The roles of the Curriculum Personnel are aligned with the specific objectives of these four Strategic Goals as well as the Vision of the Chief Directorate: Curriculum Management.

This document defines the **core function of Curriculum Personnel** as:

To ensure the effective implementation of Provincial Curriculum policies and guidelines in accordance with National Mandates

In order to achieve this **core function**, **11 roles** of Curriculum Personnel have been identified as follows:

1. To orientate and train teachers
2. To support teachers on Learning Area/Learning Programme/Subject content
3. To develop and distribute relevant curriculum materials
4. To provide teachers with effective on-site support
5. To assist teachers in curriculum planning and delivery
6. To promote professional development of teachers
7. To establish and maintain curriculum structures
8. To develop effective communication strategies
9. To establish and maintain relevant statistical databases
10. To monitor and evaluate curriculum programmes
11. To develop and implement Work Plans and Work Plan agreements in accordance with PCG 04/2005

Each **role** above has specific **responsibilities** that have to be fulfilled. Curriculum personnel are required to reflect **activities** for each of the responsibilities in their individual **Work Plans**.

ROLE FUNCTION 1: To orientate and train teachers

Specific responsibilities

- Ensure that teachers develop a thorough knowledge and understanding of policies, through training
- Plan and conduct orientation and training programmes for teachers
- Plan and attend to logistical arrangements in preparation for training in the districts
- Orientate teachers on curriculum policy and practice as prescribed by the National/Provincial Department of Education
- Train teachers in the use of policy documents and curriculum support materials

ROLE FUNCTION 2: To support teachers on Learning Area/Learning Programme/Subject content

Specific responsibilities

- Ensure that teachers have a sound knowledge of the policies, understand them, interpret them correctly and implement them effectively
- Support teachers in improving their knowledge and understanding of the Phase/Learning Area/Subject
- Arrange and convene INSET programmes, conferences, workshops and seminars for teachers on Phase/Learning Area/Subject matters
- Assist in the formation of Phase/Learning Area/Subject Committees through the clustering of schools
- Facilitate twinning of schools in order to share resources, knowledge and experiences
- Organise interactions and open days for peer learning and sharing of resources
- Formulate guidelines to assist teachers to implement policies

ROLE FUNCTION 3: To develop and distribute relevant curriculum materials

Specific responsibilities

- Assist the Province and District in the development of training materials
- Determine the needs of teachers for Phase/Learning Area/Subject material
- Identify the materials to be developed for each Phase/Learning Area/Subject, e.g. templates, guidelines, teaching materials, recording schedules, learning programmes and monitoring tools
- Devise strategies for the development of materials
- Co-ordinate printing and distribution of materials
- Provide policy documents and support material and make them accessible to teachers

ROLE FUNCTION 4: To provide teachers with effective on-site support

Specific responsibilities

- Determine the needs of teachers in terms of planning, teaching and assessment methodology, e.g. multi-level teaching
- Develop activities for on-site support as informed by the identified needs
- Support teachers by visiting schools for targeted activities at regular intervals
- Ensure replication of good practice through team teaching, mentoring, twinning, demonstration lessons, sharing resources, etc.
- Assist schools in setting standards to improve teaching, learning and assessment
- Develop strategies for collaboration and multi-disciplinary approaches
- Compile a comprehensive report after each school visit

ROLE FUNCTION 5: To assist teachers in curriculum planning and delivery

Specific responsibilities

- Facilitate curriculum planning, i.e. the development of Learning Programmes, Work Schedules and Lesson Plans to ensure effective curriculum delivery
- Assist teachers to improve learner performance in achieving the Learning Outcomes
- Provide teachers with guidance on Assessment, including Continuous Assessment (CASS) and other appropriate Learner Assessment strategies
- Develop systems and templates for recording the progress of learners towards the attainment of Learning Outcomes
- Support initiatives to improve mathematics, science and technology
- Promote a culture of learning and teaching
- Assist schools with the selection and effective use of curriculum materials

ROLE FUNCTION 6: To promote professional development of teachers

Specific responsibilities

- Encourage the application of sound curriculum practice in schools
- Implement professional development systems and structures that are in line with policy frameworks and plans
- Identify, assess and meet the professional development needs of teachers
- Plan teacher development activities in line with policy frameworks to address the needs of teachers
- Provide support for teacher development in line with the appraisal systems
- Participate in agreed upon teacher appraisal processes where necessary
- Encourage teachers to access the latest research in the field of curriculum and create opportunities for teachers to do this
- Provide teachers with information on Higher Education Institutions (HEIs) degrees/courses and bursaries to encourage further study
- Advise teachers to affiliate to relevant professional bodies

ROLE FUNCTION 7: To establish and maintain curriculum structures

Specific responsibilities

- Facilitate the establishment of Phase and Learning Area/Subject/Field Committees at district/circuit/cluster/school levels, as per *PCG 03/2005: Guidelines for Phase and Learning Area/Subject Committees*, and coordinate their activities
- Forge links across Learning Areas, Phases and Bands
- Facilitate the orientation, training and sustainability of committees
- Facilitate the establishment of reporting procedures
- Evaluate the functionality of committees and address challenges

ROLE FUNCTION 8: To develop effective communication strategies

Specific responsibilities

- Establish effective channels of communication, between province and district, district and schools, and with other directorates and sections, teacher unions and other stakeholders
- Employ a variety of communication strategies, such as regular notices to schools, meetings, bilateral talks, workshops and newsletters
- Facilitate communication strategies using school and curriculum structures
- Use Information and Communication Technology (ICT) to gather and disseminate information
- Respond promptly to all written and telephonic communication received
- Ensure prompt submission of reports required by the provincial office

ROLE FUNCTION 9: To establish and maintain relevant statistical databases

Specific responsibilities

- Establish systems for collecting, analysing, presenting, storing and updating data
- Utilise comprehensive data collection instruments generated by the Provincial Chief Directorate: Curriculum Management
- Review and update data on a regular basis for effective budgeting

ROLE FUNCTION 10: To monitor and evaluate curriculum programmes

Specific responsibilities

- Monitor the implementation of curriculum and related policies on a regular basis
- Implement systems to track progress of curriculum implementation with respect to planning, teaching, learning and assessment
- Identify specific areas for evaluation in terms of curriculum planning, implementation and assessment, as well as co-curricular activities
- Design and develop evaluation plans and tools to ensure effective, valid and reliable data

- Complete and submit monitoring and evaluation reports


ROLE FUNCTION 11: To develop and implement Work Plans and Work Plan agreements in accordance with PCG 04/2005

Specific responsibilities

- Ensure that all the requirements of PMDS are met
- Develop an annual Performance Plan in line with the Strategic Plan of the Chief Directorate: Curriculum Management and Professional Development
- Develop an annual Work Plan based on the annual Performance Plan (Action Plan)

E. Conclusion

1. It is anticipated that PCG 04/2005 *Role Functions and Responsibilities of Curriculum Personnel*, will provide clear direction to departmental officials whose core function it is to ensure effective implementation of curriculum policies and guidelines.
2. Provincial Strategic Plans, Organograms and systems are constantly being revised for more effective service delivery. Hence, role functions and responsibilities shall have to be amended accordingly.
3. District Curriculum Personnel will be called upon on occasion to execute other duties not contained in this document, as a result of national and provincial mandates.
4. It is acknowledged that implementation of all the role functions contained in this document is dependant upon infrastructure, resources and other contextual factors.
5. All Curriculum Personnel, however, are expected to ensure that they are fully familiar with the entire content of this document and that every effort is made to action the role functions and responsibilities, so that there is a collective drive to improve the quality of teaching and learning in our province!



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S.P. Govender
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Date 15 November 2005

