CIRCULAR 32 of 2017

TO : HONOURABLE MEMBER OF THE EXECUTIVE COUNCIL
    DEPUTY DIRECTORS GENERAL
    CHIEF FINANCIAL OFFICER
    CHIEF DIRECTORS
    DIRECTORS: HEAD OFFICE & DISTRICTS
    DEPUTY DIRECTORS: HR
    CIRCUIT MANAGERS
    ECD RESOURCING CO-ORDINATORS
    PRINCIPALS OF PUBLIC PRIMARY SCHOOLS
    SCHOOL GOVERNING BODIES
    LABOUR UNIONS

FROM : HEAD OF DEPARTMENT: EDUCATION

SUBJECT : GUIDELINES ON THE MANAGEMENT PLAN FOR APPOINTMENT OF QUALIFYING GRADE R PRACTITIONERS INTO GRADE R CLASSES.

DATE : 19 DECEMBER 2017

1. PURPOSE
   This circular serves to guide district directors, circuit managers, deputy directors: HR; school principals and School Governing Bodies of all public primary schools on the management plan for appointment of qualifying Grade R practitioners into Grade R classes.

2. BACKGROUND AND CONTEXT
   The Eastern Cape Department of Education (ECD residents) has provided bursaries for training of Grade R practitioners in Diploma in Grade R Teaching (NQF Level 6) and BED in Foundation Phase. In addition, some practitioners upgraded their qualification on their own. All practitioners who successfully completed the studies are now qualifying to be appointed permanently into the system as Grade R educators.
For the appointment of these Grade R practitioners ECDoE declared Grade R posts in the Post Provisioning for 2018 academic year. There are 177 posts declared specifically for Grade R and 1826 for Foundation Phase.

3. GUIDELINES ON THE MANAGEMENT PLAN FOR APPOINTMENT OF QUALIFYING GRADE R PRACTITIONERS.

The 16 – 19 January 2018 will be the profiling of posts by school principals and submit to district office.
19 January districts submit to ECD Provincial office.
22 January ECD Provincial office submits to HRP & P for verification
24 January HRP & P submit to HRA for advertising.
29 January advertised and closing date is 9th February 2018.
12-16 February training of SGBs in preparation for interviews. At the same time the master list is sent to schools.
19 February-2nd March shortlisting and interviews.
9 March submission of recommendations to district office
13-16 March issuing of appointment letters.
19th March 2018 assumption of duty.

The bulletin will be closed to give an opportunity to the qualifying Grade R practitioners who are rendering services in Grade R classes to apply.

The district directors must bring the contents of this circular to the attention of all concerned and ensure its implementation.

MR T KOJANA
HEAD OF DEPARTMENT: EDUCATION

DATE