



**QUICK  
LINKS**

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[Subscribe to Hoor hier](#) | [Manage the Unmanageable](#) | [Submit CV](#) | [Available Teachers](#)

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# New Principal?

## Turning Challenges into Charisma

<https://www.ecexams.co.za/CM.htm>



Congratulations on your new role! As a principal, your leadership will shape the school's environment and impact all its stakeholders. Here's some advice to help you navigate your responsibilities while being firm, friendly, and kind:

### GENERAL MANAGEMENT ADVICE

#### 1. Understand Your Role:

- Familiarise yourself with the Department of Education's policies and regulations.
- Set clear, achievable goals for your school and communicate them effectively.

#### 2. Leadership Style:

- Lead by example, demonstrating integrity, dedication, and compassion.
- Foster a collaborative environment where everyone's input is valued.

#### 3. Continuous Improvement:

- Encourage ongoing professional development for yourself and your staff.
- Stay updated with the latest educational practices and technologies.

## **BUILDING INTERPERSONAL RELATIONSHIPS**

### ***With the School Management Team (SMT)***

#### **1. Shared Vision and Goals:**

- Collaborate with the SMT to develop and communicate a clear vision and set of goals for the school.
- Ensure everyone is aligned and working towards the same objectives. All staff members should be part of this process lead by the SMT.

#### **2. Support and Empowerment:**

- Support the SMT by providing resources, professional development, and opportunities to lead initiatives. E
- Empower them to make decisions and take ownership of their roles.

### ***With Learners***

#### **1. Visibility and Approachability:**

- Be present around the school and attend events to connect with learners.
- Show genuine interest in their well-being and achievements.
- Be friendly and greet them.
- Learn their names ASAP.

#### **2. Positive Environment:**

- Create an inclusive and supportive school culture.
- Implement programs that promote social and emotional learning.

### ***With Teaching Staff***

#### **1. Respect and Support:**

- Be friendly and greet them.
- Show appreciation for their hard work and dedication.
- Provide necessary resources and professional development opportunities.

#### **2. Communication:**

- Maintain open, transparent communication.
- Hold regular meetings and be receptive to feedback.

### ***With Admin Staff***

#### **1. Value Their Role:**

- Recognise the importance of their work in the school's success.
- Provide support and resources to help them perform their duties effectively.

#### **2. Respectful Interaction:**

- Treat them with the same respect as teaching staff.
- Acknowledge their contributions and show appreciation.

### ***With Cleaning Staff***

#### **1. Respect and Recognition:**

- Acknowledge their hard work and dedication.
- Ensure they have the resources and support needed to maintain a clean environment.

#### **2. Inclusion:**

- Include them in staff meetings where appropriate.
- Recognise their contributions publicly.

### ***With the School Governing Body (SGB)***

#### **1. Collaboration:**

- Work closely with the SGB to align school policies with community needs.
- Keep them informed about school developments and seek their input.

#### **2. Mutual Respect:**

- Build a relationship based on respect and trust.
- Value their expertise and contributions.

### ***With Parents***

#### **1. Engagement:**

- Create opportunities for parents to be involved in school activities.
- Communicate regularly about their children's progress and school events.

#### **2. Communication:**

- Establish clear channels of communication.
- Address their concerns promptly and with empathy.

### ***With the Community***

#### **1. Partnerships:**

- Develop relationships with local businesses and organisations.
- Engage in community service projects to foster a sense of school pride.

#### **2. Visibility:**

- Be an active member of the community.
- Attend local events and encourage community involvement in school activities.

### ***With the Department of Education***

#### **1. Compliance:**

- Ensure that your school meets all regulatory requirements.
- Submit reports and documentation on time.

#### **2. Communication:**

- Maintain regular contact with department officials.

- Seek guidance and support when needed.

## BALANCING PERSONAL AND PROFESSIONAL LIFE

### 1. Time Management:

- Prioritise your tasks and manage your time effectively.
- Set boundaries to ensure you have time for personal life.

### 2. Family Involvement:

- Share your experiences and achievements with your family.
- Involve them in school events where appropriate.

### 3. Self-Care:

- Take care of your physical and mental health.
- Engage in activities that help you relax and recharge.

### 4. Support System:

- Build a support network of friends, family, and colleagues.
- Don't hesitate to seek help when needed.

## ADDITIONAL TIPS

### 1. Be Firm, Friendly, and Kind:

- Set clear expectations and enforce them consistently, but with empathy.
- Show kindness and understanding in all interactions.
- Balance firmness with friendliness to build trust and respect.

### 2. Stay Organised:

- Use tools and systems to keep track of important dates, tasks, and responsibilities.

### 3. Adaptability:

- Be flexible and open to change.
- The educational environment is dynamic, so adaptability is crucial.

### 4. Celebrate Success:

- Recognise and celebrate the achievements of learners and staff.
- Acknowledge and reward hard work and dedication.

By focusing on these areas and maintaining a balance of firmness, friendliness, and kindness, you'll create a positive and productive school environment. Remember: It is so nice to be important, but it is far more important to be nice.

Good luck in your new role!

\*\*\*\*\*

Picture: Priscilla Broberg

## NB! CIRCULARS NB!

# CIRCULARS

[www.eccurriculum.co.za/Circulars.htm](http://www.eccurriculum.co.za/Circulars.htm)

Available at <https://www.eccurriculum.co.za/Circulars.htm>:

- Memo: Archival/Non-archival/Disposal of Departmental Documents
- Reminder: Directive on the use of Attendance Registers

## MANDELA DAY CODING TOURNAMENT

**TO: All Foundation Phase teachers.**

Win R5000

We are ready to send out activity documents for your learners to be part of our big #Coding4Mandela event on **18 July**. This includes our own "Coding 4 Mandela Song" composed by Tebogo Matlou from Tzaneen!!

The good news is that there will be a R5000 lucky draw for all participating schools, sponsored by Dutoit.

If you have not yet shown your interest please submit on this form.

<https://forms.gle/JAgJfxssvEt1NbLo7>





# NB! ASSESSMENT INSTRUCTIONS NB!



Available at [https://www.ecexams.co.za/2024 Assessment Instructions.htm](https://www.ecexams.co.za/2024%20Assessment%20Instructions.htm):

- 29/2024: Guidelines on the Administration of the Tourism Practical Assessment Task (PAT) for 2024 - NSC Examinations

## TRAINING – COURTESY OF SAOU



Register here: <https://bit.ly/SAOUwebinars> or scan the QR code above.

- 16 July 2024
  - Email etiquette
  - SMT members are welcome to attend.
  - Difference between Departmental and Private appointments in the TVET Sector
- 17 July 2024
  - HOW TO... employ a variety of teaching strategies
- 22 July 2024
  - Optel en aftrek van algebraïese terme Gr 7 – 9
  - Internet safety
- 23 July 2024
  - Characteristics of good business writing

# UNCLAIMED GEPF PENSION BENEFITS

## UNCLAIMED PENSION

GEPF is LOOKING FOR YOU

**EASTERN  
CAPE**



0800 117 669

@GEPF\_SA

enquiries@gepf.co.za

gepf.co.za

Government Employees Pension Ombud



Download for all provinces here: <https://www.gepf.co.za/unclaimed-benefits/>

Hoor hier-nuusbrief | newsletter: <http://bit.ly/hoorhier>

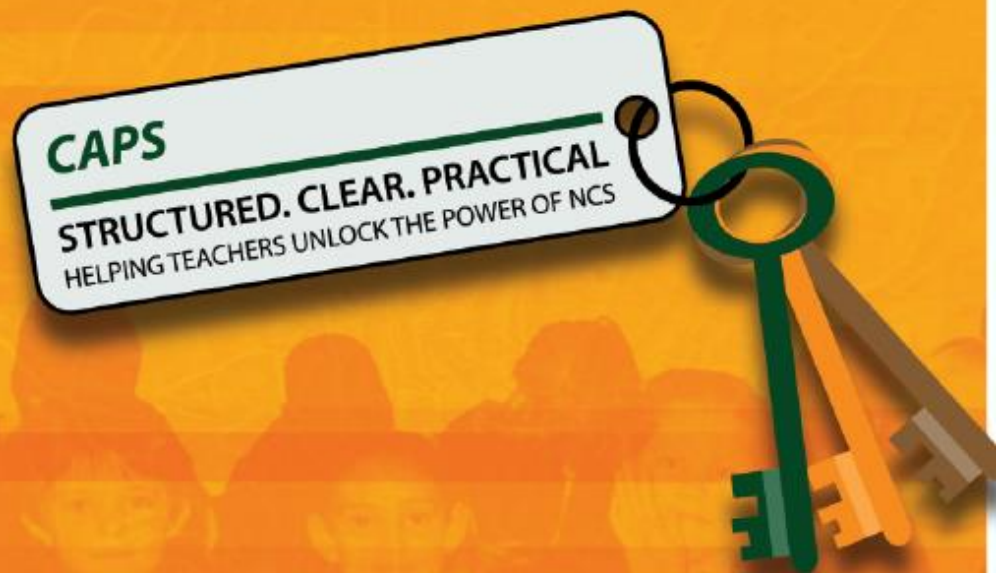
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## CODING AND ROBOTICS

*National Curriculum Statement (NCS)*

*Curriculum and Assessment  
Policy Statement*



**FOUNDATION PHASE  
GRADE R – 3**

Download at <https://www.eccurriculum.co.za/ATPs2023-2024.htm>

# ANNUAL TEACHING PLANS 2024



Download at <https://www.eccurriculum.co.za/ATPs2023-2024.htm>

## The Ultimate Online Resource Hub for Teachers

- **Exams**  
[www.ecexams.co.za](http://www.ecexams.co.za)
- **Teaching & Learning**  
[www.eccurriculum.co.za](http://www.eccurriculum.co.za)
- **Classroom Management**  
[www.ecexams.co.za/CM.htm](http://www.ecexams.co.za/CM.htm)
- **Eastern Cape Educational Newsletter**  
[www.eccurriculum.co.za/hoorhier.htm](http://www.eccurriculum.co.za/hoorhier.htm)



# LINKS TO IMPORTANT ONLINE RESOURCES



## Teachers

- [Bulletins \(Vacancy Lists\)](#)
- [Circulars](#)
- [Submit online CV](#)
- [Hoor Hier newsletter](#)
- [Subscribe to newsletter](#)
- [List of prospective teachers](#)
- [PAM](#) (Personnel Administrative Measures – Conditions of Service)
- [Managing the Unmanageable – A Teacher's Guide to Classroom Success](#)

## Exams

- [www.ecexams.co.za](http://www.ecexams.co.za)
- [Question Papers](#)
- [Assessment Instructions](#)
- [Study Guides](#)
- [Examination Guidelines](#)
- [Policy Documents](#)

## Curriculum

- [www.eccurriculum.co.za](http://www.eccurriculum.co.za)
- [ATPs 2023 - 2024](#)
- [CAPS](#)
- [Curriculum Instructions](#)
- [FET Phase](#)
- [Senior Phase](#)
- [Intermediate Phase](#)
- [Foundation Phase](#)
- [Grade R](#)
- [ECD: 0 - 5 years](#)
- Digital Textbooks:
  - [Business Studies](#)
  - [Technical Mathematics and Science Textbooks](#)
- [Foundation Phase eLibrary](#)



# VACANT POSTS

## HOËRSKOOI NICO MALAN



#511

### 2 x VAKATURES: BEHEERLIGGAAMPOSTE

1. English FAL (Gr 8 – 9)
2. Ekonomie (Gr 10 – 12)

**Vul van poste: Januarie 2025**

- Kandidate met toepaslike kwalifikasies en bewese ondervinding in die onderrig van bogenoemde vak word genooi om aansoek te doen.
- Noem asseblief buitemuurse betrokkenheid.
- Aansoeke sluit om 12:00 op Vrydag 12 Julie 2024.

Indien u nie binne twee weke na sluitingsdatum van Nico Malan hoor nie, is u aansoek onsuksesvol.

- Beheerliggaam behou die reg voor om die pos nie te vul nie.

Stuur 'n aansoekbrief, volledige CV met ten minste 3 verwysings en gewaarmerkte afskrifte van kwalifikasies, uitslagadvies, SACE sertifikaat en ID aan:

Die Skoolhoof, Hoërskool Nico Malan

Faks: 042 2910411

E-pos: [nicomalan@gmail.com](mailto:nicomalan@gmail.com)





# HOËR LANDBOUSKOO! MARLOW

## VAKANTE BEHEERLIGGAAMPOS - RTT ONDERWYSER



DIE HOËR LANDBOUSKOO! MARLOW IS OP SOEK NA 'N ERVARE RTT ONDERWYSER VIR GRAAD 10-12 OM BY ONS AAN TE SLUIT. DIT IS TANS 'N AFLOSPOS MET DIE MOONTLIKHEID VAN 'N PERMANENTE BEHEERLIGGAAMPOS.

### MEDEDINGENDE SALARIS VERBLYF EN ETES BESKIKBAAR

#### VEREISTES:

- TOEPASLIKE GRAAD OF ONDERWYSKWALIFIKASIE
  - SARO REGISTRASIE
- ONDERVINDING IN DIE ONDERRIG VAN RTT VIR GR. 10-12
  - TAAL VAN ONDERRIG IS AFRIKAANS
- BETROKKENHEID BY BUITEMUURS SAL IN U GUNS TEL

AANSOEKE MOET VERGESEL WEES VAN 'N VOLLEDIGE CV EN 'N DEKBRIEF WAT U BELANGSTELLING IN DIE POS MOTIVEER, ASOOK GEWAARMERKTE AFSKRIFTE VAN U ID, SARO REGISTRASIESERTIFIKAAT EN RELEVANTE ONDERWYSKWALIFIKASIE.

INDIEN U AAN DIE BOGENOEMDE KRITERIA VOLDOEN, SAL ONS GRAAG VAN U WIL HOOR.

**RIG U AANSOEK AAN DIE SKOOLHOOF  
HOOF@MARLOWLANDBOU.CO.ZA**

AANVANGSDATUM: 1 AUGUSTUS 2024

SLUITINGSDATUM VIR AANSOEKE: 19 JULIE 2024

SLEGS KORTLYS KANDIDATE SAL GEKONTAK WORD

DIE BEHEERLIGGAAM HOU DIE REG VOOR OM NIE DIE POS TE VUL NIE





# LAERSKOOL GILL PRIMARY

Somerset-Oos/East

At the foot of the Boschberg mountain lies the beautiful, quaint and simple little town, Somerset East. Gill Primary School forms part of the heart of our picturesque town, a school that prides itself on great education, extra-curricular activities and a strong sense of community; a school that wants you to join our Gill Primary family, in helping mould the lives of our generation to come.

## SGB Vacancy - 2025

### Intermediate and Senior Phase Teacher

#### Minimum requirements

- Communication in Afrikaans and English
- Teaching Mathematics in Afrikaans and English; and teaching Afrikaans Home Language will be to your advantage
- Qualified B.Ed Intermediate and Senior Phase or suitable qualification
- SACE registered
- Dynamic with great team work abilities
- Participate in school extra-curricular activities with experience in rugby and cricket coaching
- Valid PDP license

#### Applications

- Qualifications - Matric Certificate - SACE - ID - Full CV

The Principal : gillp@eastcape.net

#### Closing Date

12 August 2024

Should you not receive a response within 2 weeks, please consider your application unsuccessful.

Ons is KLEIN, maar ons droom GROOT!  We are SMALL, but we dream BIG!



# LAERSKOOL GILL PRIMARY

Somerset-Oos/East

Aan die voet van Boschberg lê die pragtige, unieke en eenvoudige dorpie, Somerset-Oos. Laerskool Gill vorm deel van die hart van ons skilderagtige dorpie, 'n skool wat trots is op goeie opvoeding, buitemuurse aktiwiteite en 'n sterk gemeenskapsgevoel, 'n skool wat wil hê dat jy en jou geliefdes by ons Laerskool Gill-familie moet aansluit om die lewens van ons toekomstige generasie te vorm.

## SBL-vakature - 2025

### Intermediêre- en Seniorfase Onderwyser

#### Minimum vereistes

- Kommunikasie in Afrikaans en Engels
- Onderrig van Wiskunde in Afrikaans en Engels; en die onderrig van Afrikaans Huistaal sal voordelig wees
- Gekwalifiseerde B.Ed Intermediêre- en Seniorfase of gepaste kwalifikasie
- Moet SACE geregistreerd wees
- Moet dinamies wees en in staat wees om as span saam te werk
- Neem deel aan skool buitemuurse aktiwiteite met ondervinding in rugby- en kriketafrigting
- Geldige PDP-lisensie

#### Aansoeke

- Kwalifikasies   - Matrieksertifikaat   - SACE   - ID   - Volledige CV  
Die Hoof : gillp@eastcape.net

#### Sluitingsdatum

12 Augustus 2024

Indien u nie binne 2 weke gekontak word nie, beskou asseblief u aansoek as onsuksesvol.

Ons is KLEIN, maar ons droom GROOT!  We are SMALL, but we dream BIG!



# VACANCY

## DESPATCH CAMPUS EDUCATOR

**Geography**  
**Grade 10 and Grade 11**  
**Start date: Immediately**

### REQUIREMENTS:

- Relevant teaching qualification
- 2 years teaching experience in relevant subjects
- SACE Registered
- Contactable references
- Excellent people skills
- Excellent communication skills
- Team player

**To apply send resume to**

**chris@urbanacademy.co.za**

**Qualifying applicants will be invited for an interview.**





# LAERSKOOL NEWTONPARK

## Gqeberha (Port Elizabeth)

### VAKANTE BEHEERLIGGAAMPOSTE

**AANVANGSDATUM: SO SPOEDIG MOONTLIK**

#### POS 1:

##### **GRONDSLAGFASE**

Volwaardige toepaslike onderwyskwalifikasie.

Registrasie by SARO (SACE).

Dinamiese opvoeder met passie vir onderwys.

**Taal van onderrig en leer: Afrikaans.**

**Meld buitemuurse ervaring.**

#### POS 2:

##### **INTERSEN FASE**

Volwaardige toepaslike onderwyskwalifikasie.

Registrasie by SARO (SACE).

Dinamiese opvoeder met passie vir onderwys.

**Taal van onderrig: Afrikaans.**

**Meld buitemuurse ervaring.**

**Sluitingsdatum: 12 Julie 2024 om 12:00**

Stuur aansoek aan:

Die Skoolhoof, Laerskool Newtonpark;

E-pos na: [skoolhoof@lnpark.co.za](mailto:skoolhoof@lnpark.co.za)

Navrae: 041 – 365 1233

- Jou aansoek moet vergesel word met 'n aansoekvorm wat by die volgende skakel afgelaai kan word: [www.laerskoolnewtonpark.co.za](http://www.laerskoolnewtonpark.co.za) – onder “Aflaaibare dokumente”
- Slegs persone wat na die onderhoud genooi word sal gekontak word.
- Die persone wat genooi word vir die onderhoud, moet 'n Polisie-klaringsbewys indien by die onderhoud.
- Die beheerliggaam behou homself die reg voor om nie die pos te vul as 'n geskikte persoon nie gevind word nie.

# HIRE ME!



NAME	SURNAME	QUALIFICATIONS	PHASE	SUBJECTS	AREA
Sanchellene	Nell	BEd degree (Intermediate Phase) Higher Certificate in Event Management	Intermediate / Intermediêr	All Intermediate Phase subjects	Gqeberha
Mmashadi Tryphina	Mphahlele	Bachelor's Degree in Intermediate Phase Higher Certificate in Adult Basic Education and Training	Intermediate / Intermediêr	English Mathematics Natural Science and Technology	Anywhere in the Eastern Cape
Kirsten	Ballantyne	BEd Foundation Phase	Foundation / Grondslag	Mathematics, English Home Language, Afrikaans First Additional Language, Life Skills	East London
Roxanne Melissa	Esterhuyse	B.Ed. Degree in Foundation Phase (SACE certified) Higher Certificate in Adult Basic Education and Training (ABET) National Senior Certificate	Foundation / Grondslag	All foundation Phase subjects. English, Afrikaans, Maths and Life Skills	Anywhere in the Eastern Cape.



## AVAILABLE TEACHERS: ONLINE CVs



**193 online CVs received the past 6 months  
are available at <https://bit.ly/CVdata>**

## RE-APPOINTMENT OF PREVIOUSLY RESIGNED EDUCATORS

Kindly take note of HRM Circular 4 of 2023: Re-appointment of previously resigned educators and those who had retired prematurely. It is available at <https://www.eccurriculum.co.za/Circulars.htm>

## Managing the Unmanageable - A Teacher's Guide to Classroom Success -



Read all these articles at <https://www.ecexams.co.za/CM.htm>

The following broad **categories and topics** are covered:

### ● **Personal but professional**

- ✚ How to get appointed in a new teaching job
- ✚ Do's & Don'ts for Newly Appointed Teachers: Navigating Colleagues, Learners & Principal
- ✚ Guiding the Novice: Nurturing Newly Appointed Teachers
- ✚ How to prepare for the new academic year
- ✚ How to be a respected colleague and a good friend
- ✚ How to plan and prepare for retirement
- ✚ The Two-Pot Retirement System

### ● **Emotional Intelligence (EQ)**

- ✚ Work smarter; not harder: Beating the burden
- ✚ Anger Management Tips for Teachers
- ✚ How to Overcome Teacher Burnout
- ✚ Learners don't need a perfect teacher; they need a happy teacher
- ✚ How to stay motivated as a teacher
- ✚ Nurturing Emotional Safety for Teachers: Surviving and Thriving in the Classroom

### ● **Proactive Classroom Control**

- ✚ Embarking on a New School Year: A Teacher's Guide to the First Week
- ✚ How teachers can be effective classroom leaders
- ✚ Maintaining a positive classroom culture

- ✚ Establishing classroom rules and expectations
- ✚ Creating a Vibrant Learning Haven: Classroom Decoration and Design
- **Managing Learners: Engage, Empower, Excel**
  - ✚ Crisis in Classrooms: Learner Violence against Teachers
  - ✚ Taming the Class Clown
  - ✚ Managing Expectations: Inspirational Teacher and Successful Coach
  - ✚ Autism: Strategies for teaching mildly Autistic Learners in my class
  - ✚ Quality Education in Poor Communities: Empowering Minds in Adversity
  - ✚ Building positive relationships with learners
  - ✚ How to motivate and inspire learners
  - ✚ Handling bullying and harassment
  - ✚ Dealing with disruptive behaviour
  - ✚ Navigating Subject Choices in Grade 10: Guidelines for learners
  - ✚ What to say to learners at an Awards Ceremony
- **Cool Teaching Tactics**
  - ✚ From Awkward to Awesome: PowerPoint Presentations
  - ✚ From Good to Great
  - ✚ ADHD: Strategies for Teaching ADHD Learners
  - ✚ Autism: Strategies for teaching mildly Autistic Learners in my class
  - ✚ Mathematics Myth: Turning the Tables on Perceived Difficulty
  - ✚ Making your Subject Irresistible to Learners
  - ✚ If you are not having fun, you are doing something wrong!
  - ✚ Encouraging critical thinking skills
  - ✚ Incorporating the four predominant learning styles in teaching
  - ✚ Teaching learners different learning and studying methods
  - ✚ Using technology effectively in the classroom
  - ✚ How do I determine the standard of my teaching
  - ✚ How do I determine the effectiveness of my teaching
- **Tips for Acing Exams**
  - ✚ How do I determine the standard of my assessment
  - ✚ How to prepare learners for successful exam writing
  - ✚ How to give feedback after an exam
  - ✚ Encouraging Resilience and Growth: Supporting Learners after Exam Results
- **Navigating the Principal's Office**
  - ✚ How to approach the principal with a new innovative, revolutionary idea for the school
  - ✚ How to approach the principal with a grievance: Navigating rudeness and unfair treatment
- **Parental Bridge Building**
  - ✚ Granny or Nanny?
  - ✚ Tears & Tantrums: Please help; my child does not want to go to school!
  - ✚ What can teachers do to improve parental involvement in their school going children's education
  - ✚ Dear Parents... (Open letter to parents)
- **Vacation Vibes**
  - ✚ What teachers could do during the winter holidays
  - ✚ Sun, Sand, and Self-Care: Summer Adventures for Teachers
- **Miscellaneous**
  - ✚ New Principal? Turning Challenges into Charisma

## DEADLINE FOR SUBMISSIONS

This weekly newsletter is a **free** service to schools. Please distribute it electronically to all your colleagues. Schools are invited to advertise their **vacancies** here. Teachers looking for posts are welcome to submit their **resumes** online at <https://bit.ly/CVinfo>.

The deadline for all contributions: **Thursdays at 13:00**.



Storms make trees take  
deeper roots. - Dolly Parton

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- **Contact details:** [drik.greeff@gmail.com](mailto:drik.greeff@gmail.com)