

**Induction for Newly appointed**

**Principals**

**ANNEXURES**

**TABLE OF CONTENTS**

|  |  |
| --- | --- |
| **ANNEXURE** |  |
| Organogram | 3 |
| Management plan for examinations | 4 |
| Exam Planning tool |  |
| Petty cash ledger | 5 |
| Control sheet: Staff Appointments | 6 |
| IQMS Management Plan | 7 |
| Check list for Induction of new staff | 8 |

**Annexure 1**

**NAME OF SCHOOL: UBUNTU SECONDARY SCHOOL YEAR: 2016**

**Annexure 2**

MANAGEMENT PLAN FOR EXAMINATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **RESPONSIBLITY** | **DATE** | **PROGRESS** |
| Timetable | SAT | Completed at least one month before exams |  |
| Setting of question papers | Educators | Align with assessment plan |  |
| Submission of question papers | Educators | At least 2 weeks before exam date |  |
| Moderation of question papers | HOD’s | At least 1 week before exam date |  |
| Exams start | Chief invigilator/ SAT | As planned |  |
| Exams end | Chief invigilator/ SAT | As planned |  |
| Completion of marking | Educators | Approximately 5 day turnaround time |  |
| Moderation of answer scripts | HOD’s | Ongoing but completed within two weeks (by date determined by school) |  |
| Schedule compilation | SAT | As planned (in line with submission requirements) |  |
| Submission of schedule | Principal | In line with submission requirements |  |
| Issue of term reports | Principal | As planned |  |
| Data analysis | SMT | After compiling schedule |  |
| Academic report | Principal | First SGB meeting after data analysis |  |



**Annexure 3**

EXAM PLANNING TOOL

Serves as guide when compiling the exam timetable. The signatory accepts accountability.

***UBUNTU SECONDARY SCHOOL***

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| --- | --- | --- | --- | --- |
| **DEPARTMENT** | **GRADE** | **DURATION** | **COMPONENT** | **SIGNED** |
| English HL | 8 | 1hour | Comprehension |  |
|  | 9 | 1½ hour | Language |  |
|  | 10 | 2 hours | Literature |  |
|  | 11 | 3 hours | Language |  |
|  | 12 | 3 hours | Language |  |

**Annexure 4**

PETTY CASH LEDGER (Daily)

All individual transaction must be supported by a signed voucher.

***UBUNTU SECONDARY SCHOOL***

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| --- | --- | --- | --- | --- | --- |
| **DATE** | **ITEM** | **VOUCHER NR.** | **INCOME** | **EXPENDITURE** | **BALANCE** |
| 12/01/2016 | CHEQUE NR |  | R500.00 |  | R500.00 |
| 13/01/2016 | Batteries | 01/2016 |  | R30.00 | R470.00 |
| 22/01/2016 | Tea | 02/2016 |  | R12.00 | R458.00 |
|  |  |  |  |  |  |

CONTROL SHEET APPOINTMENTS

**Annexure 5**

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| --- |
| SCHOOL: **UBUNTU SECONDARY SCHOOL** |
| POST DESCRIPTION: **HOD LIFE ORIENTATION (PL2)**\* *Copy of page in Gazette) + GDE 79* |
| POST NUMBER: **GW 234 B** |  | ASSUMPTION OF DUTY: **1 MAY 2016** |
|  | DateTime | MinutesAttached? | Names | Contact number | Action |
| SGB meeting to elect panel |  |  |  |  | Panel consisting of majority parents? |
| Short listing |  |  |  |  | Unions invited in writing?Confidentiality agreement signed?Criteria discussed and minuted?At least FIVE candidates informed in writing (email/ SMS) of interview date and time?Directions to school provided?Asked to bring original documents (ID/ SACE/ Qualifications) |
| Interviews |  |  |  |  | Unions invited in writing?Confidentiality agreement signed?Interview questions drafted by panel and scoring/ procedure clear to all?Candidates hosted in staff room?Check original documents (ID/ SACE/ Qualifications) |
| Recommenda-tion for appointment |  |  |  |  | THREE candidatesAll panellists to sign the Tracking formAttach copies of all relevant docsSGB chair to motivate recommendation in writing. |

SUGGESTED MANAGEMENT PLAN FOR IQMS

**Annexure 6**

|  |  |  |
| --- | --- | --- |
| **MONTH** | **ACTION** | **RESPONSIBILITY** |
| JANUARY | 1.Advocacy, providing educators with training manual, training, discussion, & clarification of issues 2. Facilitate establishment of SDT 3. Roles and responsibilities of structures – discussed | 1.Principal / SDT 2. Principal 3. Principal |
| FEBRUARY | 1. Planning for implementation 2. Inclusion of IQMS implementation plan in broad management plan 3. Self-Evaluation 4. Educators choose their DSGs 5. Preparation of final schedule of DGS members 6. Provide educators with time-table wrt classroom observation. | 1. Principal / SDT 2. Principal / SDT 3. Appraisee 4. Appraisee /SDT 5. SDT 6. SMT |
| MARCH | 1. Pre-evaluation discussion 2. Baseline evaluation 3. Feedback and discussion. 4. Resolution of differences 5. Development of PGP 6. Development of SIP and provide SIP to District / local office. 7. First developmental cycle commences | 1. DSG & appraisee 2. DSG 3. DSG 4. DSG/SDT 5. Appraisee/DSG 6. SDT 7. Appraisee/school |
| APRIL | 1. Development, support, mentoring 2. Monitoring 3. Self evaluation against PGP 4. Self evaluation against SIP | 1. SMT / SDT/ DSG 2. SDT 3. Appraisee 4. School – SMT / SDT |
| MAY | 1. Development, support, mentoring 2. Monitoring 3. Self evaluation against PGP 4. Self evaluation against SIP | 1. SMT / SDT/ DSG 2. SDT 3. Appraisee 4. School – SMT/SDT |
| JUNE | 1. Development, support, mentoring 2. Monitoring 3. Self evaluation against PGP4. Self evaluation against SIP | 1. SMT / SDT/ DSG 2. SDT 3. Appraisee4. School – SMT/SDT |
| JULY | 1. Second developmental cycle commences 2. Development, support, mentoring 3. Monitoring 4. Self evaluation against PGP 5. Self evaluation against SIP | 1.Appraisee/ school 2.SMT / SDT / DSG 3. SDT 4. Appraisee 5. School – SMT/SDT |
| AUGUST | 1. Development, support, mentoring 2. Monitoring 3. Self evaluation against PGP – revise 4. Self evaluation against SIP - revise | 1.SMT / SDT / DSG 2. SDT 3. Appraisee 4.School – SMT/SDT |
| SEPTEMBER | 1. Development, support, mentoring 2. Monitoring 3. Self evaluation against PGP – revise PGP 4. Self evaluation against SIP – revise SIP 5. Second developmental cycle ends | 1.SMT / SDT / DSG 2. SDT 3. Appraisee 4. Schl/SMT/SDT 5.Appraisee/ school |
| OCTOBER | 1. Pre-evaluation discussion – for summative evaluation 2. Observation of educators (Gr 9 & 12 educators) 3. Feedback and discussion 4. Resolution of differences | 1. Appraisee & DSG 2. DSG 3. DSG 4. DSG / SDT/GC |
| NOVEMBER | 1. Pre-evaluation discussion – for summative evaluation 2. Observation of educators 3. Feedback and discussion 4. Resolution of differences | 1. Appraisee& DSG 2. DSG 3. DSG 4. DSG / SDT |
| DECEMBER | 1. Complete documentation for PM 2. Ensure fairness & accuracy 3. Submit documentation to District / local office 4. Planning for following year | 1. SDT 2. SDT / principal 3. SDT 4. SDT / SMT |

N.B. INTERNAL WSE IS AN ONGOING ACTIVITY THROUGHOUT THE YEAR

EXTERNAL WSE CAN TAKE PLACE – IN ANY MONTH

CHECK LIST FOR INDUCTION OF NEW STAFF

**Annexure 7**

# education logo.jpg

# UBUNTU SECONDARY SCHOOL

# New Employee Checklist

**GDE Vision**: Every learner feels valued and inspired in our innovative education system.

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| --- |
| **EMPLOYEE INFORMATION** |
| Name:       | Starting date:       |
| Position:       | Manager:       |
| **FIRST DAY** |
| [ ]  Provide employee with Staff Manual[ ]  Assign mentor employee(s) to answer general questions |
| **POLICIES** |
| [ ]  Review key policies | * Holiday and sick leave
* Leaves of absence
* Holidays
* Timekeeping and leave reporting
* Overtime
* Performance reviews
* Dress code
* Personal conduct standards
 | * Disciplinary processes
* Anti-harassment
* Security
* Confidentiality and data protection
* Safety and fire marshals
* Emergency procedures
* Visitors
* e-mail and Internet use
 |
| **ADMINISTRATIVE PROCEDURES** |
| [ ]  Review general administrative procedures | * Office/desk/workstation
* Keys
* Mail (incoming and outgoing)
* Procurement
* Business cards
* Purchase requests
 | * Telephones
* Building access cards
* Assembly
* ID badges
* Record keeping
 |
| **INTRODUCTIONS AND TOURS** |
| [ ]  Give introductions to department staff and key personnel during tour |
| [ ]  Tour of building, including:  | * Toilets
* Admin Office
* Finance Office
* Fax machine
 | * Bulletin board
* Car parking
* Printers
* Office supplies
 | * Kitchen
* Staff room
* Tuck shop
* Emergency plan
 |
| **APPOINTMENT INFORMATION** |
| [ ]  Introductions to colleagues[ ]  Review initial job tasks and training plans[ ]  Review job description and performance expectations and standards[ ]  Review job schedule and hours[ ]  Review salary dates, punch cards (if applicable), policies and procedures |
| **COMPUTERS** |
| [ ]  Hardware and software reviews, including:  | * e-mail
* Intranet
 | * Microsoft Office System
* Data on shared drives
 | * Databases
* Internet
 |
|  |  |  |  |