

**Induction for Newly appointed**

**Principals**

**ANNEXURES**

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**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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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** | | |
|  | Date  Time | Minutes  Attached? | 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 candidates  All panellists to sign the Tracking form  Attach copies of all relevant docs  SGB 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 PGP  4. Self evaluation against SIP | 1. SMT / SDT/ DSG  2. SDT  3. Appraisee  4. 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.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |
|  | | | |  | |  | | | |  |