PROCEDURES FOR THE APPOINTMENT OF
ACTING PERSONNEL IN SCHOOL BASED
MANAGEMENT POSTS

1. PREAMBLE
1.1 All appointments of acting personnel in school management posts shall be in terms of Resolution 8 of 2001.
1.2 These procedures supersede and replace all other practices, and procedures applied previously.
1.3 All incumbents who are currently in acting positions must be re-appointed in line with Resolution 8 of 2001.

2. PURPOSE
To expedite the process of effecting acting appointments in management posts in order that schools can be effectively managed.

3. GENERAL PRINCIPLES
Resolution 8 of 2001 determines the following principles in terms of the appointment of an educator into an acting appointment:

An educator may be appointed into an acting appointment provided that:

- He/She complies with the minimum requirements M+3 [REG V 13], which includes a recognised professional qualification.
- The post is a vacant and funded post
- The appointee is a serving permanent educator.
- The post is one post level higher than his/her current post (In extraordinary circumstances the employer may deviate from clauses 2 and 3 of Resolution 8 of 2001)
- The period of appointment is longer than six weeks, but limited to a maximum of twelve (12) months.

4. AFFIRMATIVE ACTION
The KwaZulu-Natal Department of Education and Culture is an equal opportunity affirmative action Employer. Consequently every effort must be made to ensure that affirmative action is applied.

5. PROCEDURES FOR ACTING APPOINTMENTS
5.1 The Employer, by means of the prescribed form, (Annexure A) shall notify the educators and the Governing Body of the School that a vacancy exists necessitating a recommendation for the appointment of the educator for the acting appointment.

5.2 In extraordinary circumstances should the Employer wish to deviate from clause 2 of Resolution 8 of 2001, there being no suitable candidate from within the school, it shall notify educators within a circuit and then a district.
5.3 Within fourteen days of notification by the employer, the school Governing Body shall recommend to the employer, having followed procedures that are fair and non-discriminatory, the educator to be appointed to act in a higher vacant and funded post.

5.4 In extraordinary circumstances should the Employer wish to deviate from clause 3 of Resolution 8 of 2001: the School Governing Body failing to make a recommendation, the Employer shall exercise its right in terms applicable legislation.

5.5 The educator within the applicable rank, within the institution, should be recommended to be appointed in the vacancy, except in the following instances:

5.5.1 The educator/s in question decline(s) [in writing] to take up the post; or
5.5.2 The governance structure (School Governing Body) of the institution motivate(s) clearly and compellingly in writing, having consulted with other stakeholders, why the educator/s in question should not be appointed.

5.6 Where more than one [1] educator occupies the highest rank [e.g. two [2] Deputy principals available for an acting principalship; OR two [2], or more Head Of Department available for an acting deputy principalship or principalship), the School Governing Body shall consider all eligible Educators who have signified, in writing, their willingness to be considered for the acting appointment.

5.7 In the case of the Acting Head of Department posts the following is applicable in terms of curriculum needs:

5.7.1 Secondary School: The Governing Body shall consider all eligible educators in the relevant learning area of the vacant post who have signified, by their completion of the presented (ANNEXURE B) form their willingness to be considered for the acting appointment.

5.7.2 Primary School (Junior Primary/Senior Primary) all eligible educators in the relevant phase of the vacant post who have signified, by their completion of the presented form, (ANNEXURE B) their willingness to be considered for the acting appointment.

5.8 The recommendation of the Governing Body shall be non-discriminatory and may include criteria such as:

- Leadership: Administrative, Management and Related expertise,
- Organisational ability and experience
- Professional Development/Education experience and insight
- Leadership: Community related
- Other relevant experience

5.9 The Governing Body shall keep a record of proceedings and submit the recommendation (ANNEXURE C) within fourteen days.

6. COMPENSATION

6.1 An Acting allowance will only be paid to an educator who acts:

6.1.1 In a higher vacant funded post that is one [1] post level higher than his/her current position;

6.1.2 If the period of appointment is longer than six [6] weeks, but limited to a maximum of 12 months.
6.2 **Calculation of acting allowances will be effected in terms of Resolution 8 of 2001:**

6.2.1 The acting allowance that will apply is the difference between the acting person's current salary (without benefits) and the commencing notch of the higher post (without benefits) that applies to the position in which the person is acting.

6.2.2 Where the acting person's current salary (without benefits) equals or exceeds the commencing notch of the higher post (without benefits) that applies to the position in which the person is acting, the acting allowance that will apply is a notch increase.

6.2.3 Where the acting is to be performed at an institution or office that is geographically removed from the person's current place of work, an applicable subsistence and travel allowance shall also be paid to him/her.

6.2.4 An educator who has been appointed to act in a certain post will be subject to all the responsibilities appropriate to the post for the duration for which he/she is appointed.

7. **RECOMMENDATION PROCESS**

The Governing Body shall convene a meeting for the purpose of recommending a candidate for the vacant and funded acting appointment as per notification from the District Manager.

Unions (**ANNEXURE D**) must be invited to observe the process including interviews (*where necessary*) and shall be given three working days notice.
Province of KwaZulu Natal
Department of Education & Culture

NOTIFICATION FROM DISTRICT MANAGER

Institution: ___________________________ Date: ___________________________

Dear Sir/Madam

You are hereby informed that your school has a vacant and funded post. In terms of Resolution 8 of 2001 an acting appointment must be recommended by the Governing Body of the School within fourteen days of receipt of this notice. This notice is for the immediate attention of the Governing Body and all staff members.

Nature of Vacancy:

<table>
<thead>
<tr>
<th>Post</th>
<th>Post Level</th>
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<tbody>
<tr>
<td>Principal</td>
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<tr>
<td>Deputy Principal</td>
<td></td>
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<tr>
<td>HEAD OF DEPARTMENT</td>
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<tr>
<td>Junior Primary</td>
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<tr>
<td>Senior Primary</td>
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<tr>
<td>Secondary Phase</td>
<td>Learning Area</td>
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</table>

Signature: District Manager

DISTRICT OFFICE STAMP
APPLICATION / ASSESSMENT FORM
TO BE USED BY APPLICANT AND SCHOOL GOVERNING BODY

Surname
Persal Number
Vacant Post Description
Post Level of Vacant Post
First Names
Present Post Level
School

Briefly motivate your suitability for consideration for the acting appointment:

1. Organisational ability and experience

2. Leadership, administrative management and related experience

3. Professional Development, Educational Experience and Insight

4. Leadership, community related

5. Other Relevant Experience

Score

TOTAL

40

Applicant's Signature

Date:
School/Institution: 
Address: 

Dear Sir/Madam

**RECOMMENDATION OF EDUCATOR FOR ACTING APPOINTMENT**

You are hereby notified that the Governing Body of:

**School/Institution:**

Recommends the following educator for appointment as per Resolution 8/2001:

<table>
<thead>
<tr>
<th>Surname</th>
<th>First Names</th>
<th>Persal Number</th>
<th>Present Post Level</th>
<th>Vacant Post Description</th>
<th>Vacant Post Level</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Chairperson</th>
<th>NAME</th>
<th>SIGNATURE</th>
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<td>SAOU</td>
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Date

Yours faithfully

Signature

Date

SCHOOL STAMP
Draft letter to Unions

(LETTERHEAD OF SCHOOL)

(UNION ADDRESS)

Date:

Dear Sir/Madam

NOTICE OF RECOMMENDATION MEETING FOR ACTING APPOINTMENT

1. You are hereby notified and invited to send one representative to the following:

<table>
<thead>
<tr>
<th>MEETING</th>
<th>DATE</th>
<th>VENUE</th>
<th>TIME</th>
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<tbody>
<tr>
<td>RECOMMENDATION FOR ACTING</td>
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<tr>
<td>APPOINTMENT</td>
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Yours faithfully

Signature

SCHOOL STAMP
# Teachers' Organisations

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Address</th>
<th>Telephone</th>
<th>Facsimile</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APEK:</strong> ASSOCIATION OF PROFESSIONAL EDUCATORS KWAZULU-NATAL</td>
<td>P.O. Box 35613</td>
<td>031-5631966</td>
<td>031-5631611</td>
</tr>
<tr>
<td></td>
<td>Northway: 4065</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NATU:</strong> NATIONAL TEACHERS UNION</td>
<td>Private Bag X6602, Newcastle, 2940</td>
<td>034-3292716</td>
<td>035-7721651</td>
</tr>
<tr>
<td></td>
<td>NATU Durban Region</td>
<td>031-3041715</td>
<td>031-3041715</td>
</tr>
<tr>
<td></td>
<td>Port Shepstone</td>
<td>039-6827010</td>
<td>039-6827010</td>
</tr>
<tr>
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<td>NATU North Coast</td>
<td>035-7870988</td>
<td>035-7870988</td>
</tr>
<tr>
<td></td>
<td>NATU Ulundi Region, P.O. Box 897, Eshowe, 3815</td>
<td>035-4742682</td>
<td>035-8703094</td>
</tr>
<tr>
<td></td>
<td>NATU Northern Natal Region, P.O. Box 141742, Madadeni, 2951</td>
<td>034-3292716</td>
<td>039-6827010</td>
</tr>
<tr>
<td></td>
<td>NATU South Coast Region, P.O. Box 199, Hibberdene, 4220</td>
<td>039-6827010</td>
<td>039-6827010</td>
</tr>
<tr>
<td><strong>SAUVSE:</strong> SOUTH AFRICAN UNION FOR VOCATIONAL AND SPECIALISED EDUCATION</td>
<td>SAUVSE (Fiona Lewis) Private Bag X1, Berea Road, Durban, 4007</td>
<td>031-2013112</td>
<td>031-2015442</td>
</tr>
<tr>
<td></td>
<td>SAUVSE (Dohan Ferreira) Private Bag X6602, Newcastle, 2940</td>
<td>034-3130444</td>
<td>034-3130444</td>
</tr>
</tbody>
</table>