

SECOND AMENDMENT TO COLLECTIVE AGREEMENT NUMBER 2 OF 2014 QUALITY MANAGEMENT SYSTEM (QMS) FOR SCHOOL- BASED EDUCATORS

1. PURPOSE OF THIS ADDENDUM

The purpose of this addendum is to:

- 1.1 amend the phrasing of Section B and C of Collective Agreement 2 of 2014: Performance Standard 4 for Educators on Post Levels 1 and 2.
- 1.2 clarify the contents of the Work Plan Template for Departmental Heads in Section C - Annexure B1:
- 1.3 amend the number of descriptor choices for Deputy Principals in Section D, Clause 3.3.
- 1.4 amend the phrasing of Section A, Clause 6.5.4.
- 1.5 include an omitted lesson observation instrument for appraising Deputy Principals and Principals in their classroom teaching as Annexure E3.

2. THE PARTIES TO THE COUNCIL NOTE AS FOLLOWS:

2.1 Section A: Clause 6.5.4 Lesson Observation Instrument (LOI):

Consists of performance Standards one (1) to three (3) of the QMS instrument.

2.2 Section B: TABLE 1: PERFORMANCE STANDARDS AND CRITERIA FOR PL1 EDUCATORS

Performance Standard 4: Continuous Professional Development, human relations and contribution to school development

Criterion 2: Professional conduct

2.3 Section C: TABLE 2: PERFORMANCE STANDARDS, CRITERIA AND DESIRED OUTCOMES FOR PL 2 EDUCATORS

Performance Standard 4: Continuous Professional Development, human relations and contribution to school development

Criterion 2: Professional conduct

2.4 Section C: Annexure B 1: QMS WORK-PLAN (HODs)

QMS WORK-PLAN (HODs): Year

Annexure B 1

NAME		SCHOOL	
PERIOD		DESIGNATION	Head of Department

Performance Standard	Key Activities/Outputs:	TARGETS	TIME-FRAME	PERFORMANCE INDICATORS	CONTEXTUAL FACTORS
Management of the curriculum					

2.3 Section D: Clause 3.2

“The following descriptors are compulsory:

- All nine (9) descriptors in Criterion 1 of Performance Standard 1
- Two (2) descriptors in Criterion 2 of Performance Standards 4.”

2.4 Section D: Clause 3.3

In addition, a total of 26 descriptors from each of the Performance Standards should be selected as follows:

Performance Standard	Number of items/descriptors to be agreed upon for appraisal
1	4 descriptors from Criterion 2
2	6 descriptors from Criteria 1 and/or 2
3	5 descriptors from Criteria 1 and/or 2
4	2 descriptors from Criterion 1
5	5 descriptors from Criteria 1 and/or 2 and/or 3
6	2 descriptors from Criterion 1
7	2 descriptors from Criterion 1

2.5 Section D: Annexure C2 – Paragraph 5

Performance Standard	Max Score	
	Deputy Principal	Principal (P 1A & P 1B)
1. Leading the learning school	52	60
2. Shaping the direction and development of the school	24	52
3. Managing quality and securing accountability	20	44
4. Developing and empowering self and others	16	36
5. Managing the school as an organization	20	56
6. Managing human resources (staff) in the school	8	20
7. Management and advocacy of extra-mural activities	8	16
TOTAL	148	284

2.6 Section D: Annexure C2 (Section B – Appraisal)

1.	PERFORMANCE STANDARD 1	LEADING THE LEARNING SCHOOL
<p>NB: Appraisal to be conducted on</p> <ul style="list-style-type: none"> • All 9 descriptors in Criterion 1, and • 4 descriptors selected in Criterion 2. 		
2.	PERFORMANCE STANDARD 2	SHAPING THE DIRECTION AND DEVELOPMENT OF THE SCHOOL
<p>NB: Appraisal to be conducted on 6 selected descriptors based on the allocated responsibilities</p>		
3.	PERFORMANCE STANDARD 3	MANAGING QUALITY AND SECURING ACCOUNTABILITY
<p>NB: Appraisal to be conducted on 5 selected descriptors based on the allocated responsibilities</p>		
4.	PERFORMANCE STANDARD 4	DEVELOPING AND EMPOWERING SELF AND OTHERS
<p>NB: Appraisal to be conducted on</p> <ul style="list-style-type: none"> • 2 descriptors selected Criterion 1, and • All (2) descriptors in Criterion 2. 		
5.	PERFORMANCE STANDARD 5	MANAGING THE SCHOOL AS AN ORGANISATION
<p>NB: Appraisal to be conducted on 5 selected descriptors based on the allocated responsibilities</p>		
6.	PERFORMANCE STANDARD 6	MANAGING HUMAN RESOURCES (STAFF) IN THE SCHOOL
<p>NB: Appraisal to be conducted on 2 selected descriptors based on the allocated responsibilities</p>		
7.	PERFORMANCE STANDARD 7	MANAGEMENT AND ADVOCACY OF EXTRA-MURAL ACTIVITIES
<p>NB: Appraisal to be conducted on 2 selected descriptors based on the allocated responsibilities</p>		

3. THE PARTIES TO THE COUNCIL THEREFORE AGREE AS FOLLOWS:

3.1 The Lesson Observation Instrument (LOI) will now consist of:

- Performance Standards one (1) to three (3) of the QMS instrument for PL 1 and PL 2 educators; and
- Performance Standard 1 - Criterion 1 of the QMS instrument for PL 3 and PL 4 educators.
- Annexure E 3 will now be included for the lesson observation of Deputy Principals and Principals.

3.2 Performance Standard 1 and criteria 2 for PL1 and PL 2 educators will be amended as follows:

Performance Standard 4: Professional Development

Criterion 2: Educator professionalism

3.3 Annexure B1 will now be QMS Work-Plan (Departmental Heads) while the contents of Column 2 of the template has been deleted.

QMS WORK-PLAN (Departmental Head): Year

Annexure B 1

NAME		SCHOOL	
PERIOD		DESIGNATION	Departmental Head

Performance Standard	Key Activities/Outputs:	TARGETS	TIME-FRAME	PERFORMANCE INDICATORS	CONTEXTUAL FACTORS
Management of the curriculum					

3.4 Section D, Clause 3.2 and 3.3 are amended as follows:

- i. Deputy principals have a total of 59 descriptors with all descriptors in Performance Standards 1, 3 and 4 as compulsory.
- ii. The selection of descriptors from Performance Standards 2, 5, 6 and 7 will be as follows:

Performance Standard	Number of descriptors to be agreed upon with supervisor based on the allocated responsibilities
1	All descriptors are compulsory
2	10 descriptors
3	All descriptors are compulsory
4	All descriptors are compulsory
5	10 descriptors
6	2 descriptors
7	2 descriptors

3.5 Section D, Annexure C2, Item 5 (Areas of appraisal) is amended as follows:

The maximum score of deputy principals for each performance standard will be as follows:

Performance Standard	Max Score
	Deputy Principal
1. Leading the learning school	60
2. Shaping the direction and development of the school	40
3. Managing quality and securing accountability	44
4. Developing and empowering self and others	36
5. Managing the school as an organization	40
6. Managing human resources (staff) in the school	8
7. Management and advocacy of extra-mural activities	8
TOTAL	236

3.6 Section D, Annexure C2 (Appraisal Instrument)

The number of descriptor choices for the Deputy Principal on the appraisal instrument is amended for Performance Standards 1 to 5 as follows:

1.	PERFORMANCE STANDARD 1	LEADING THE LEARNING SCHOOL
<i>NB: Appraisal to be conducted on all descriptors in Performance Standard 1</i>		
2.	PERFORMANCE STANDARD 2	SHAPING THE DIRECTION AND DEVELOPMENT OF THE SCHOOL
<i>NB: Appraisal to be conducted on 10 selected descriptors based on the allocated responsibilities in Performance Standard 2</i>		
3.	PERFORMANCE STANDARD 3	MANAGING QUALITY AND SECURING ACCOUNTABILITY
<i>NB: Appraisal to be conducted on all descriptors in Performance Standard 3</i>		
4.	PERFORMANCE STANDARD 4	DEVELOPING AND EMPOWERING SELF AND OTHERS
<i>NB: Appraisal to be conducted on all descriptors in Performance Standard 4</i>		
5.	PERFORMANCE STANDARD 5	MANAGING THE SCHOOL AS AN ORGANISATION
<i>NB: Appraisal to be conducted on 10 selected descriptors based on the allocated responsibilities in Performance Standard 3</i>		

3.7 Lesson observation instrument for Deputy Principals and Principals (*New insertion*)

Annexure E 3

LESSON OBSERVATION INSTRUMENT

(Post level 3 / 4)

Educator's Name		Subject	
Grade:		Topic	
Date:			
Lesson observed by:			

	Criterion 1: Classroom teaching	Mid-Year			
a.	Learning and teaching environment	1	2	3	4
b.	Classroom Management	1	2	3	4
c.	Knowledge of subject	1	2	3	4
d.	Planning and presentation	1	2	3	4
e.	Management of work schedule	1	2	3	4
f.	Record keeping	1	2	3	4
g.	Feedback to learners	1	2	3	4
h.	Knowledge and application of forms of assessment	1	2	3	4
i.	Learner progress and achievement	1	2	3	4
Total (Max Score: 36)					

Overall Remarks (Strengths/ Areas for development):

Supervisor	Educator	Resource person (Optional)
Signature:	Signature:	Signature:
Date:	Date:	Date:

4. DATE OF IMPLEMENTATION

The Amendments shall take effect on the date of signing by the Council.

5. SIGNING OF THIS ADDENDUM

Thus done and signed at CENTURION on the of 2020

ON BEHALF OF THE STATE AS THE EMPLOYER

DEPARTMENT	NAME	SIGNATURE
DEPARTMENT OF BASIC EDUCATION		

ON BEHALF OF THE EMPLOYEE PARTIES

TRADE UNION	NAME	SIGNATURE
SADTU		
CTU-ATU		