

CIRCUIT OFFICE
PURPOSE: To lead and coordinate multi-functional school management and governance support and oversight

1 *DCES OSD (Circuit Manager (EDO))

CIRCUIT ADMIN SUPPORT UNIT

PURPOSE: To provide data collection and administration support to the circuit

FUNCTION:

1. Provide maintenance and administrative support to the circuit.
2. Coordinate data collection from schools for the circuit
3. Provide secretariat support to circuit governance structures.
4. Provide administrative support on examination and assessment service for the circuit.

- 1 Admin Officer Circuit Support SL7
- 2 Admin Clerk SL5
- 4 Security Officer SL3
- 1 General Assistant SL2
- 1 Groundsman SL2

*SUBJECT ADVISORS

PROFESSIONAL SUPPORT SERVICES
 (Psychologist, Social Worker, Therapists)

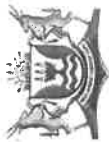
SCHOOL PRINCIPALS
 (MAX 25)

*** PLEASE NOTE**
 The dedicated function of Circuit Manager is the provision of school management support and oversight.
 The number of Subject Advisors depends on the number of schools with relevant levels and subjects.
 The Driver will be shared by at least 4-5 closely located Circuit Offices.

DDG(EPEM): *[Signature]*
 Date: 8/11/2019

HOD: *[Signature]*
 Date: 11/11/2019

MEC: *[Signature]*
 Date: 12/11/2019



CIRCUIT MANAGEMENT CENTRE (CMC)
(4-5 Circuit Offices)

- 1 CES OSD
- 1 SES OSD (EMIS)

CIRCUIT MANAGEMENT CENTRE OFFICE SUPPORT

PURPOSE: To provide data collection, planning and administration support to the CMC.

FUNCTION:

1. Provide facility management service to the CMC.
2. Provide administrative support to the CMC.
3. Coordinate data collection from Circuit offices and planning services to the CMC.

- 1 Assistant Director SL9
- 4 Security Officer SL2
- 6 Admin Clerk SL5
- 1 Groundsman SL2
- 1 General Assistant SL2

SUBJECT ADVISORY SERVICES

PURPOSE: To manage the delivery of integrated curriculum services in subjects for the Foundation Phase, Intermediate Phase and Senior Phase

FUNCTION:

1. Provide advisory services for 4 ECD and Foundation Phase subjects
2. Provide advisory services for 6 Intermediate Phase subjects
3. Provide advisory services for 9 Senior Phase subjects

- 1 SES FP Home Language(HL) (OSD)
- 1 SES FP First Additional Language(FAL) (OSD)
- 1 SES FP Numeracy (OSD)
- 1 SES FP Life Skills (OSD)
- 1 SES IP HL (OSD)
- 1 SES IP FAL (OSD)
- 1 SES IP Maths (OSD)
- 1 SES IP Natural Science & Tech (OSD)
- 1 SES IP Social Science (OSD)
- 1 SES IP Life Skills (OSD)
- 1 SES SP HL (OSD)
- 1 SES SP FAL (OSD)
- 1 SES SP Maths (OSD)
- 1 SES SP Art & Culture (OSD)
- 1 SES SP Social Studies (OSD)
- 1 SES SP EMS (OSD)
- 1 SES SP Natural Science (OSD)
- 1 SES SP Technology (OSD)
- 1 SES SP Life Orientation (OSD)

PROFESSIONAL SUPPORT SERVICES

PURPOSE: To provide non-educational professional support services to learners

FUNCTION:

1. Provide Social Work services to learners in the district
2. Provide Educational Psychology and Counselling services to learners
3. Provide Occupational, Speech, Physio- and related therapeutic services to learners in the district
4. Provide career guidance services and counselling on the vocational, occupational and academic streaming of learners

- 1 Education Psychologist (Grade 1) (OSD)
- 1 Education Counsellor/ Psychometrist (OSD)
- 1 Education Therapist (OSD)

***The Driver will be shared by at least 3-4 closely located CMCs**

Subject Advisors for FET Subjects are based in the District Office

SES = Senior Education Specialist
 FP = Foundation Phase
 IP = Intermediate Phase
 SP = Senior Phase

DDG(EPEM): *R. N. N. N.*

HOD: *[Signature]* Date: 11/11/2019

MEC: *[Signature]* Date: 12/11/2019