

UNDERSTANDING MY JOB DESCRIPTION

PAM DOCUMENT FOR DUMMIES

PRESENTED BY: MRS I OLIVIER
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DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION

UNDERSTANDING MY JOB DESCRIPTION

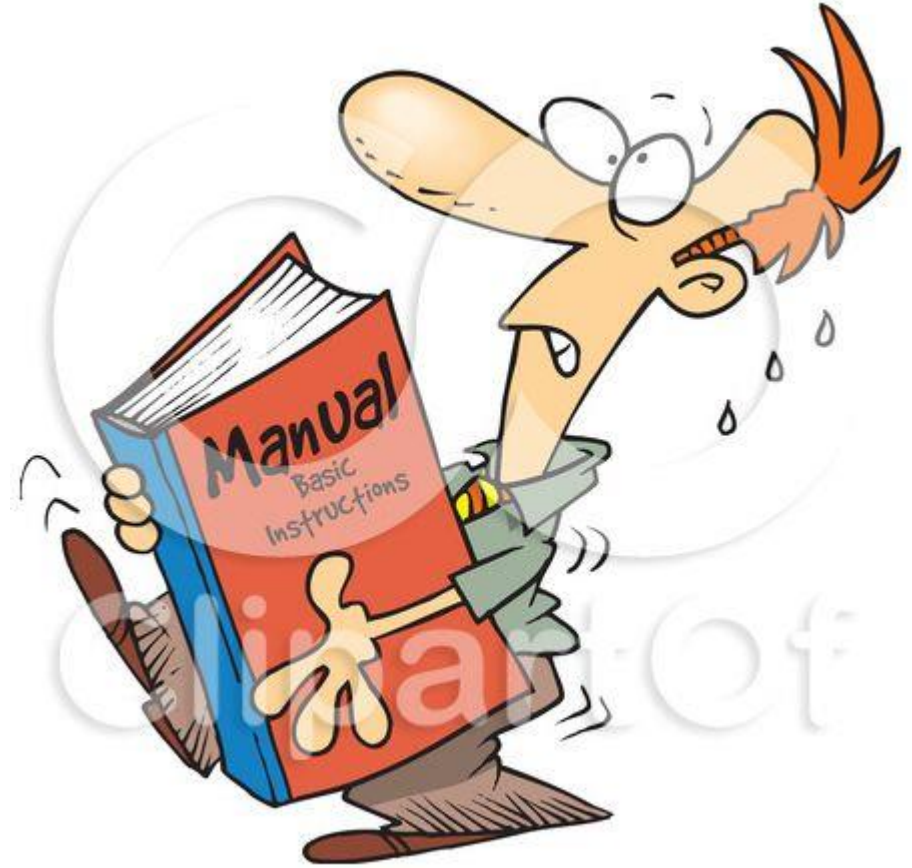
PAM DOCUMENT FOR DUMMIES

UNDERSTANDING MY JOB DESCRIPTION

- ✓ Breaking down the PAM Document
- ✓ Workload of an school based educator
- ✓ What was I suppose to do as a Post level 1 teacher?
- ✓ New expectations for Post level 2
- ✓ The importance of a paper trail
- ✓ Responsibilities of a Head of Department at my school
- ✓ How to survive - PLANNING, PLANNING, PLANNING!!



READING
A MANUAL
CAN FEEL
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UNDER- STANDING A JOB DESCRIPTION:



"WOULD YOU MIND REPEATING MY JOB DESCRIPTION?"

CX301090



Where do you start?



BREAKING DOWN THE PAM DOCUMENT

What is important for me as a HOD?

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WORKLOAD OF AN EDUCATOR

What is expected of me?

P 16 - 18



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DURING THE SCHOOL DAY:

- ✓ Scheduled teaching time
- ✓ Relief teaching
- ✓ Extra and co-curricular activities
- ✓ Pastoral duties (ground, detention, scholar patrol)
- ✓ Administration
- ✓ Supervisory and management functions
- ✓ Professional duties (meetings, workshops etc.)
- ✓ Planning, preparation and evaluation

Outside the formal school day:

- ✓ Planning, preparation and evaluation
- ✓ Extra and co-curricular duties
- ✓ Professional duties
- ✓ Professional development

REMEMBER:

- ✓ Each post level within a school has different duties and responsibilities – but all have core duties as laid out
- ✓ Workload should be an equitable distribution to make sure no one is overburdened

EXPECTATION:

- ✓ 1 800 hours per annum
- ✓ Educators must be at school during formal school day
- ✓ 7 hours – including break and off periods
- ✓ Scheduled teaching time – specific for each post level
- ✓ All core duties must be completed, in and outside of formal school day
- ✓ Required to attend ongoing professional development – 80 hours per annum



DARIUS FOROUX



Scheduled teaching time:

- May differ from school and size of school
- Classes be of reasonable size
- Primary
 - Post level 1 \Rightarrow 85% to 92%
 - To post level 2 \Rightarrow 85% to 90%
- Secondary
 - Post level 1 \Rightarrow 85% to 92%
 - To post level 2 \Rightarrow 85% to 90%



WHAT WAS I SUPPOSE TO DO AS A POST LEVEL 1 TEACHER?

What is expected of me?
P 27 - 29



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POST LEVEL 1 JOB DESCRIPTION:

[Post level 1 – job description page 27
- 29](#)





NEW EXPECTATIONS FOR ME AS POST LEVEL 2

P 36 - 38

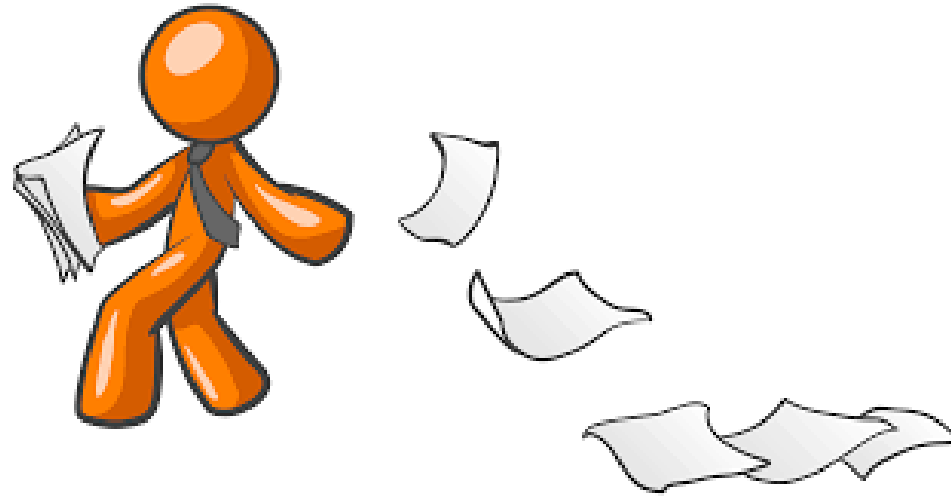
The logo for SAOU, featuring the letters 'S', 'A', 'O', and 'U' in a stylized font. The 'S' and 'U' are blue, while the 'A' and 'O' are yellow. The letters are bold and have a slight shadow effect.

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POST LEVEL 2 JOB DESCRIPTION:

[Post level 2 – job description page 36
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THE IMPORTANCE OF A PAPER TRAIL

The logo for SAOUI, featuring the letters 'S', 'A', 'O', and 'U' in a stylized font. The 'S' and 'O' are blue, while the 'A' and 'U' are yellow. The letters are bold and have a slight shadow effect.

SAOUI

Why?

- ✓ To protect yourself
- ✓ To protect the person that works under you
- ✓ To comply with departmental prescriptions
- ✓ To help with QMS (Appraisals)

Example:

- ☐ Department prescribes [Pre-moderation](#)
- ☐ [Post-moderation](#)
- ☐ [QMS appraisals](#)
- ☐ [Extra control \(subjects not taught\)](#)
- ☐ Regular meetings – formal and informal – remember minutes!!

RESPONSIBILITIES OF A HOD AT MY SCHOOL



We are 5 HOD's

- ✓ One for each grade, also grade head
- ✓ We start with grade 8 and take the group through to grade 12
- ✓ We are responsible for:
 - ☐ All discipline
 - ☐ All academics like subject choices, changes, concessions
 - ☐ We handle all absenteeism and communication with parents
 - ☐ Each of us has a portfolio that we must run and give feedback to the SGB – like communication and sport
 - ☐ Every grade has a function that they must organize
 - ☐ All camps and leadership development of your grade

In terms of subject responsibilities:

- ✓ All planning in your subject – like ATP's and daily activities – we divide it between our teachers
- ✓ All pre- and post moderation
- ✓ All tests and tasks
- ✓ Keeping up the standard of your subject
- ✓ We are also responsible for some subjects that we do not teach.....

How do you
survive....
PLANNING!!



Leaders who don't
listen will eventually
be surrounded by
people who have
nothing to say

~ Andy Stanley ~
quotesz.com

An hour of
planning can
save you 10
hours of
doing.

~ Dale Carnegie

Only in a Journal Please

Failing to
plan is
planning to
fail.

Allen Lakein

"The greatest leader is not necessarily
the one who does the greatest things.
He is the one that gets the people to
do the greatest things."

- RONALD REAGAN

Bplans

"A GOAL
WITHOUT
A PLAN
IS JUST
A WISH"

Alfred

**A LEADER
IS ONE WHO**

**KNOWS THE WAY,
GOES THE WAY,**

AND
SHOWS THE WAY.

JOHN C. MAXWELL

SUCCESS.com



"True leaders always practice the three
R's: Respect for self, Respect for others,
Responsibility for all their actions."
- Anonymous



www.kidsandwellbeing.com

Great leadership usually starts with a willing heart, a positive
attitude, and a desire to make a difference.

— Mac Anderson —

AZ QUOTES

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012 033 1333



saou@saou.co.za



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