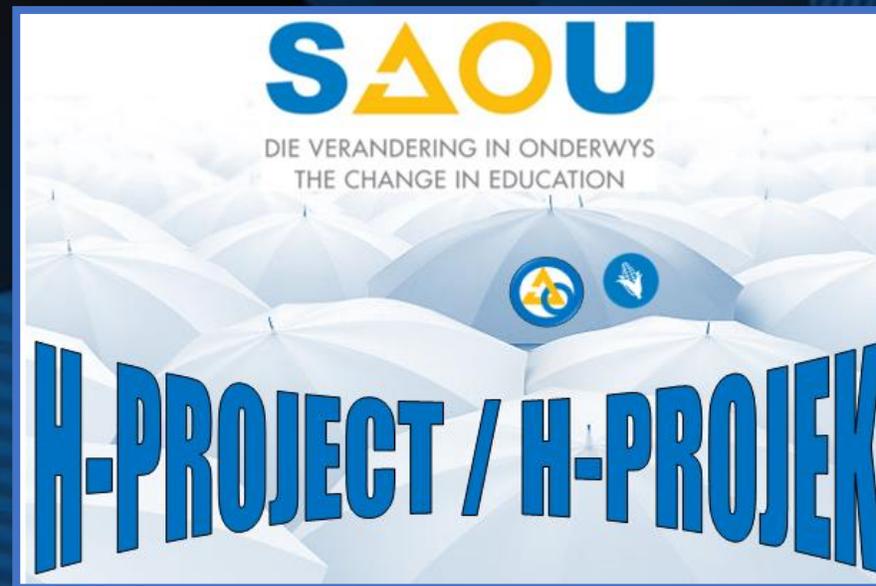


Personneelsake

Ontwikkeling van personeel

QMS



Aanbieder: Mev. Elda Louw

DATUM: 15 September 2022

SAOU

DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION



ONTWIKKELING VAN PERSONEEL

Leadership and learning are indispensable to each other. As a leader you must inspire others to dream more, learn more and become more.



Die beginpunt van Personeelontwikkeling

- Dit begin by jou!
- Leadership development is self development. (Johan Agne)
- To master the process, you must first master yourself.



VYF KLIPPIES IN JOU SAK

Hoekom het Dawid 5 klippies opgetel,
as hy net een klippie nodig gehad het
om Goliat te verslaan?

Dawid se “5 klippies”



1.

Hy moes sy teiken stel



2.

**Hy moes homself
voorberei**



3.

**Hy moes sy
wapens kies**



4.

**Hy moes sy strategie
uitwerk**



5.

**Hy moes doen wat
dit van hom vra**

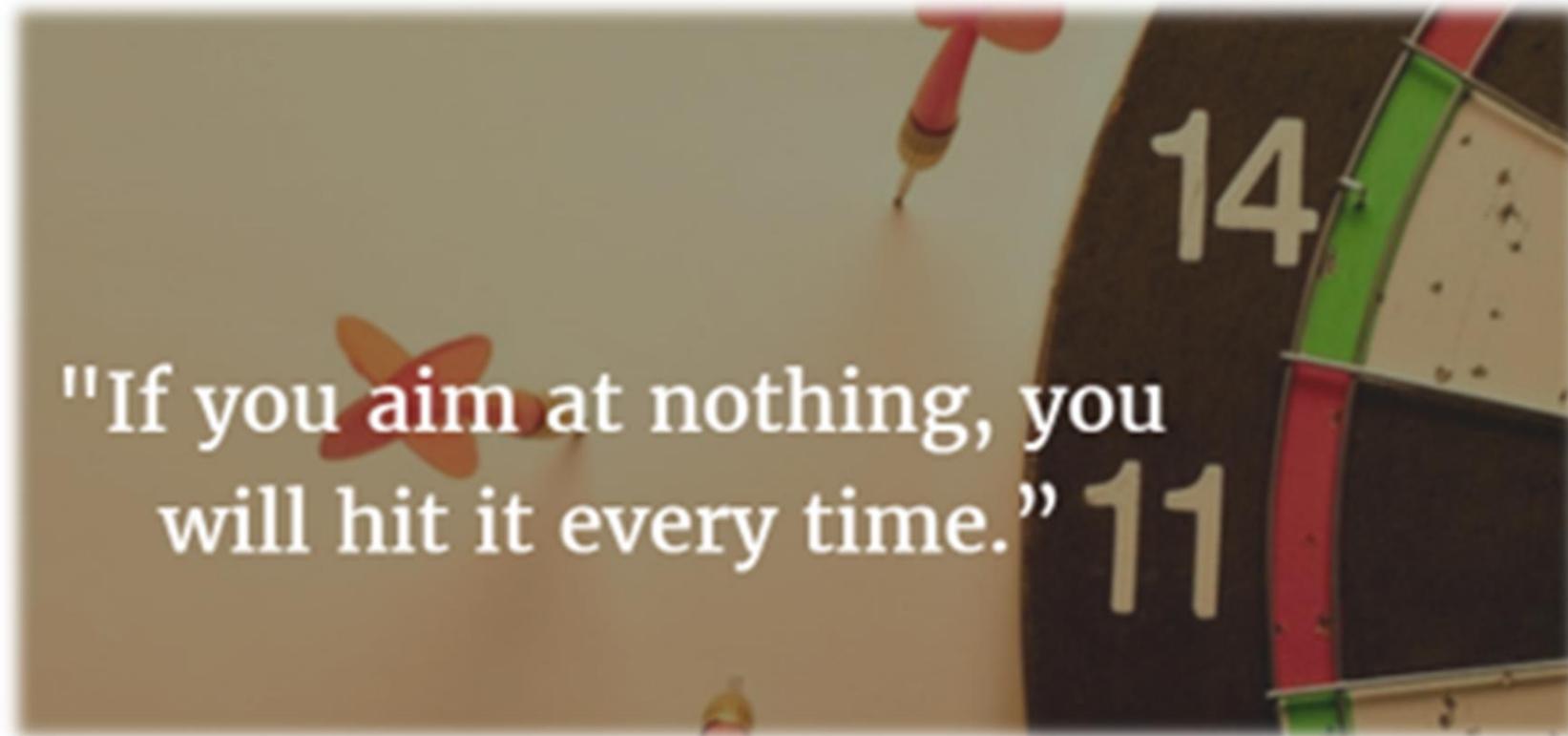


THE 5 STONES OF VICTORY

FOR PROFESSIONAL AND STAFF DEVELOPMENT

SAOU

Stone 1 : Aim for success



Stone 2: Find your purpose

- Identify your compass.
- In what direction would you like to take your life / career / school?
- What is it you want to accomplish?
- What is the purpose you would like to serve?
- **When you find your WHY, you will find a way to make it happen!**



YOU were not born in
this life by chance,

You were born with a purpose.



-Life quotes

Stone 3: Choose your weapons

- Begin with the end in mind. Every effective winning strategy is mapped out by focusing on the desired end goal.
- Always remember – **the target attracts the arrow.**
- Once you know your target you will know the weapons you must use.



Stone 4: Set your goals

Your goals must be:

- Specific
- **Measurable**
- **Achievable**
- **Relevant**
- **Time-based**



Stone 5: Do what it takes

There will be obstacles. There will be doubters. There will be mistakes. But with hard work, there are no limits.

-Michael Phelps-



Staff Development

Ontwikkeling van Personeel

SAOUD

Hoekom is Personeelontwikkeling belangrik?

- ✓ **Dit is belangrik vir die skool**

Die personeel se vaardighede word ontwikkel om in te pas by die behoeftes van die skool.

- ✓ **Dit is belangrik vir die onderwysers**

- * Dit bied aan onderwysers die geleentheid om te vorder.

- * Dit verhoog die gehalte van hul werkslewe.

- ✓ **Dis belangrik vir die personeel**

- * Dit bied die geleentheid om as span te ontwikkel en ook die skool se behoeftes en uitdagings beter te verstaan en daaraan te voldoen.

- * Dit ontgin die bestuurspotensiaal in die skool.

10 PUNT PLAN VIR PERSONEELONTWIKKELING



1. Skoolbestuur moet voorvat

- Die hoof en Skoolbestuurspan (SMT) moet leiding neem.
- Die regte gees en klimaat moet geskep word.
- Personeelontwikkelingsbehoefte moet geïdentifiseer word.



2. Personeel moet inkoop

- Hul moet bereid wees om hul kundigheid en vaardigheid te deel met kollegas.
- Programme moet sover moontlik die algemene aktiwiteite vir al die onderwysers verteenwoordig.
- Onderwysers moet aktief betrek word.



3. Tyd moet afgestaan word

- Maak voorsiening daarvoor op die kwartaalprogram.
- Maak seker dat die “TYD” wat jy afstaan ‘n goeie kapitaalbelegging is.
- Indiensopleiding moet sover moontlik net gedoen word nadat ‘n behoefte geïdentifiseer is.



5. Stig 'n komitee wat getaak is met personeelontwikkeling

- Die doel van die komitee is om, in samewerking met die hoof, die personeel te help om professioneel en persoonlik te ontwikkel.
- Die beplanning vir personeelontwikkeling behoort 'n spanpoging te wees.



6. Stel 'n Personeelontwikkelingsprogram saam (Plan v Aksie)

- Doen doeltreffende behoeftebepaling.
- Beplan leerstof, aanbiedingsmetodes en toepaslike media wat aangewend gaan word.
- Kies relevante temas.
- Fokus op verbetering van personeel se vermoëns.
- Klem moet wees op personeel se langtermynontwikkeling.



7. Evalueer die program op gereelde basis

Hoekom?

- Om toekomstige projekte te verbeter.
- Om toekomstige behoeftes te identifiseer.
- Om die onderwysers aktief deelname en geleentheid tot terugvoer te gee.

Wat?

- Is onderwysers betrokke?
- Is doelwitte bereik?
- Is sekere behoeftes onvervul gelaat?
- Is sekere ontwikkelingsgeleenthede onbenut gelaat?

Hoe?

- Vraelyste / Onderhoude / groepbesprekings / waarneming en terugvoering.



8. Personeelontwikkeling binne die skool

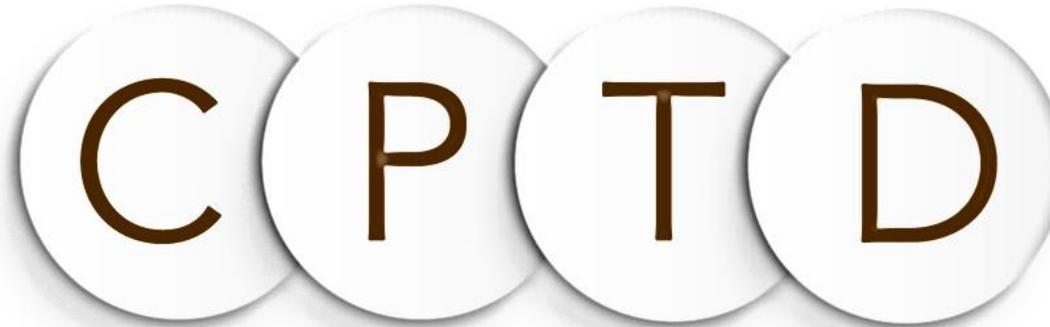


- Oriënteringsprogramme
- Formele en informele gesprekke rondom werksverbetering en insigte
- Poswisseling of waarneem in 'n bevorderingspos
- Leiding deur die Seniorpersoneel
- Assistentskap
- Kort kursusse

9. Personeelontwikkeling buite die skool

- Graad- en diplomakursusse
- Kortkursusse, seminare en lesings
- Konferensies, kongresse en vergaderings
- Kursusse deur die Onderwysdepartement
- Selfstudie





CPTD

Continuing ● Professional ● Teacher ● Development

- The **CPTD** is a process developed and implemented by **SACE**.
- It is supported by die **Department of Education** to ensure high level of **competence** of teachers.
- You have to earn at least 150 **Professional Development Points** in every 3 years of your CPTD cycle.
- You must **participate in 3 types of professional development**:
Type 1 = Teacher initiated / **Type 2** = School initiated / **Type 3** = Externally initiated

10. Volhard in jou pogings

STICK BY YOUR GOALS



Grow what matters

One step

At a time.

Little by little, your

Steps will add up.

QMS

Quality Management System for School Based Educators

The purpose

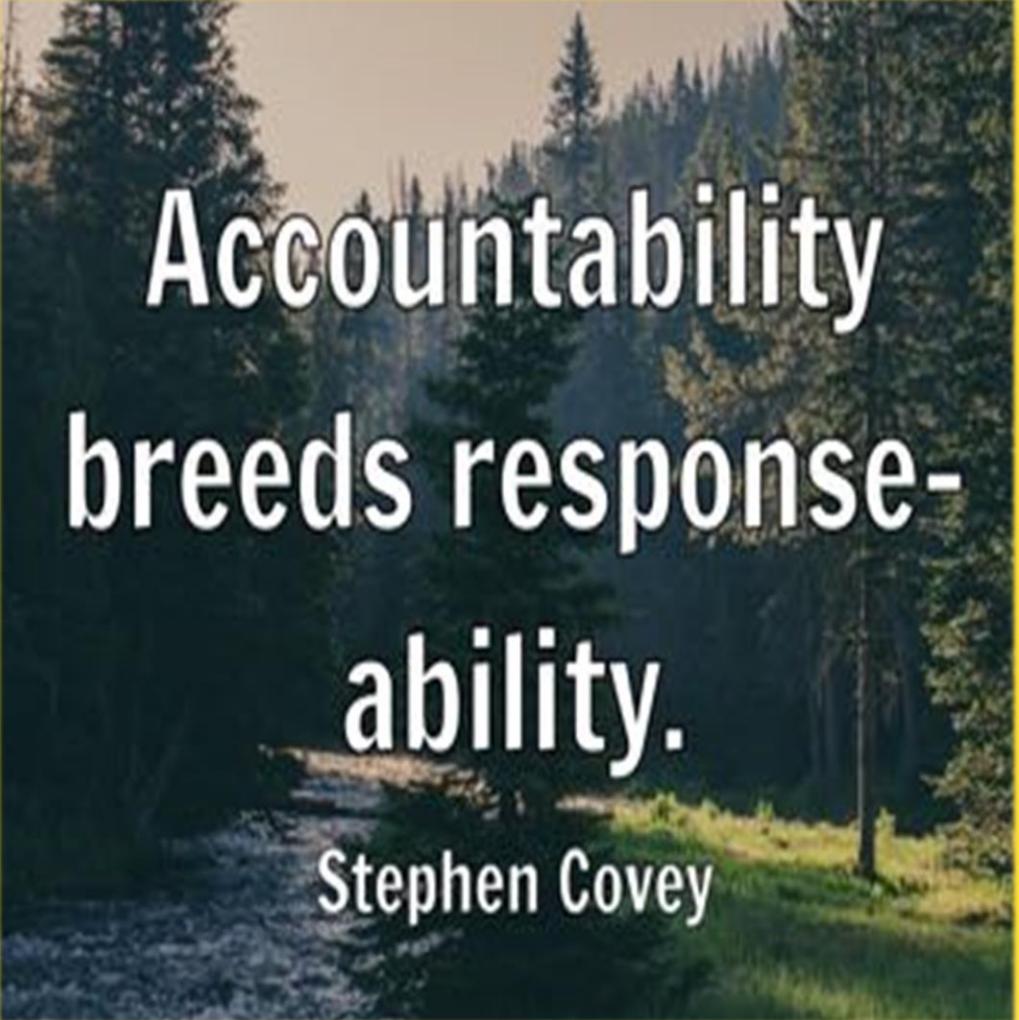
of the “Collective Agreement no. 2 of 2020 on Quality Management System for school based educators”

is to provide a framework to teacher performance.



DOELSTELLINGS VAN QMS

- Om vlakke van bevoegdheid van onderwysers te bepaal.
- Om doeltreffendheid en goeie prestasie te verbeter.
- Om aanspreeklikheidsvlakke binne skole te verbeter.
- Om goeie prestasie te erken en onderprestasie aan te spreek.
- Om te verseker dat onderwysers hul pligte met integriteit uitvoer en 'n positiewe houding teenoor alle leeraktiwiteite handhaaf.
- Om meganismes te verskaf vir die assessering van onderwysers.



**Accountability
breeds response-
ability.**

Stephen Covey

HOE SKAKEL QMS MET DIE ONTWIKKELING VAN PERSONEEL?

QMS is één van die meganismes
wat gebruik word om die
ontwikkelingsbehoefte van
opvoeders te identifiseer.



The processes of Appraisal and Development for HOD's

1. JOB DESCRIPTION

...to be signed at the beginning of the year.

Informs you about your responsibilities and your workload.



2. WORKPLAN

... complete and agreed to at the beginning of the year
A Workplan outlines what activities will be undertaken within a particular year, as well as setting specific targets and outlining outputs that need to be achieved.

HOD's develop the work plan on PS 6 (MANAGEMENT OF CURRICULUM) only.
You should select a minimum of one descriptor for each of the 4 criteria of the workplan.

STEPS IN DEVELOPING A WORKPLAN

STEP 1	STATE THE PERFORMANCE STANDARD	PS 6: MANAGEMENT OF CURRICULUM
STEP 2	SELECT THE CRITERIA	CRITERIA 1: PROVIDING LEADERSHIP, MENTORING, SUPPORT AND DEVELOPMENT
STEP 3	IDENTIFY THE DESCRIPTOR	A) CONDUCTS REGULAR CLASSROOM VISITS TO PROVIDE SUPPORT AND DEVELOPMENT TO EDUCATORS
STEP 4	DEVELOP A TARGET	1 CLASSROOM VISIT PER EDUCATOR / TERM
STEP 5	INDICATE TIMELINES	TERM 1 – 4
STEP 6	DEVELOP A PERFORMANCE INDICATOR	NUMBER OF CLASS VISITS
STEP 7	STATE ANY CONTEXTUAL FACTORS RELEVANT TO THIS ACITIVITY	CIRCUMSTANCES TO BE TAKEN INTO ACCOUNT THAT HAVE THE POTENTIAL TO IMPACT ON YOUR ABILITY TO ACHIEVE THE TARGETS

WORKPLAN OF HOD - CRITERIA FOR PERFORMANCE STANDARD 6: MANAGEMENT OF THE CURRICULUM

Criteria 1: Providing leadership, mentoring, support and development	
a.	Conducts regular classroom visits to provide support and development to educators
b.	Monitors class attendance by educators and learners
c.	Controls educators' work (checks preparations, quality of tests, marking of tasks, etc.)
d.	Moderates learners' tasks by checking books regularly
e.	Assesses performance of educators regularly and provides feedback, mentoring and support
f.	Manages underperformance
g.	Organizes workshops and training sessions for educators
Criteria 2: Administration of resources and records	
a.	Equipment and furniture are kept in good condition and is working (e.g. computers, photocopiers, projectors, tables, chairs, etc.)
b.	Infrastructure is well maintained (clean wall, doors, door handles, window panes, playing grounds, etc.)
c.	Budgets and records of expenditure are kept
d.	Keeps updated inventory/register of equipment in his/her care
e.	A filing system of all essential records is kept and updated regularly
Criteria 3: Decision-making and accountability	
a.	Displays good planning, monitoring and evaluation skills
b.	Takes full responsibility for decisions taken, is honest and decisive
c.	Consults stakeholders and communicates effectively with them.
d.	Manages conflict
e.	Takes firm action against abuse and other forms of irresponsible and unprofessional conduct
Criteria 4: Policy development and implementation	
a.	Key policies are in place and implemented effectively
b.	New policies are developed, implemented and reviewed

3. QMS APPRAISAL

...conducted twice during the year

Appraises you and informs you about your developmental needs

The appraisal of performance is central to the effective management of teaching and learning.

Its purpose is

- to inform the educator of performance
- to provide feedback and recognition
- to stimulate improved performance

Performance standards in QMS instrument – forms the core elements of your job description.

Criteria – form the key deliverables for each Performance standard.

The desired outcome of each criteria – is done by a rating scale from 1-4.

NB: USE THE RATING GUIDE DOCUMENT FOR APPRAISAL

PERFORMANCE STANDARD 6: MANAGEMENT OF THE CURRICULUM

CRITERION 1: PROVIDING LEADERSHIP, MENTORING, SUPPORT AND DEVELOPMENT

THE DESIRED OUTCOME: CONDUCTS REGULAR CLASSROOM VISITS TO PROVIDE SUPPORT AND DEVELOPMENT TO EDUCATORS

	DESCRIPTOR	RATING 1: UNACCEPTABLE	RATING 2: ACCEPTABLE	RATING 3: GOOD	RATING 4: OUTSTANDING
A	CONDUCTS REGULAR CLASSROOM VISITS	SELDOM OR NEVER CONDUCTS CLASSROOM VISITS...	CONDUCTS CLASSROOM VISITS TO PROVIDE SUPPORT ...	CONDUCTS REGULAR CLASSROOM VISITS TO PROVIDE SUPPORT ...	CONDUCTS REGULAR CLASSROOM VISITS TO PROVIDE SUPPORT ...AND INTERVENE ...

REMEMBER: QMS IS EVIDENCE BASED

CLASSROOM PRACTICE – OBSERVATION OF A LESSON	NON-CLASSROOM RESPONSIBILITIES - A PRESENTATION AT A STAFF MEETING
THERE MUST BE EVIDENCE OF 1. PRE- APPRAISAL DISCUSSION 2. LESSON OBSERVATION 3. POST- APPRAISAL DISCUSSION	THERE MUST BE EVIDENCE OF 1. ATTENDANCE REGISTER
THERE MUST BE SUPPORTIING DOCUMENTS 1. ANALYSIS OF LEARNERS' WORK 2. SUBJECT IMPROVEMENT PLANS 3. INTERVENTION STRATEGIES	THERE MUST BE SUPPORTING DOCUMENTS 1. AGENDA & MINUTES OF THE STAFF MEETING

Very important ...

Your **QMS (Workplan and your Appraisal)** must inform the process of your **development** and it must reflect in your choices of **CPTD** activities.

HOW QMS IDENTIFIES YOUR MAIN PRIORITIES AS HOD

Annexure B 3

QUALITY MANAGEMENT SYSTEM (QMS)

COMPOSITE SCORE SHEET: DEPARTMENTAL HEAD

PERFORMANCE STANDARD	MAX SCORE	EDUCATOR SCORE
1. Creation of a positive learning and teaching environment	28	Classroom 46 %
2. Curriculum knowledge, lesson planning and presentation	48	
3. Learner assessment and achievement	28	
4. Professional development	36	Professional Development 16 %
5. Extra-mural and co-curricular participation	12	Extra-mural 5 %
6. Management of the curriculum	76	Management of curriculum 33 %
FINAL SCORE	228	
PERCENTAGE (Educator Score ÷ 228) x 100 =		100 %



CLASSROOM = 46 %
PROFESSIONAL DEVELOPMENT = 16 %
EXTRA-MURAL = 5 %
MANAGEMENT OF CURRICULUM = 33 %

TOTAL = 100 %

Waar staan jý rondom jou eie professionele ontwikkeling?

Job Description

Vervul jy die rol en verantwoordelikhede soos uiteengesit in jou posvlak se werksbeskrywing?

QMS

Neem jy selfbestek tydens jou selfevaluering en jou evaluering deur jou Supervisor?

Workplan

Is jy besig met jou “Workplan” se aktiwiteite en ontwikkelingsdoelwitte wat jy gestel het aan die begin van die jaar?

CPTD

Gebruik jy die geleenthede om jouself professioneel en op persoonlike vlak te ontwikkel?

**HOEKOM HET DAWID 5 KLIPPIES OPGETEL AS HY NET EEN
NODIG GEHAD HET OM GOLIAT TE VERSLAAN?**

5 Stones of Victory!



SAOU



Hy het geglo dat God vir hom
die oorwinning sal gee ...

MAAR

Hy het ook geweet dat hyself
alles in die stryd moet werp
om sy doel te bereik.

THE 5 STONES OF VICTORY

TOWARDS YOUR PROFESSIONAL DEVELOPMENT
AND THE DEVELOPMENT OF YOUR STAFF.



SAOU



012 033 1333



saou@saou.co.za



076 127 1921



SAOU National



saoteachers



SAOU YouTube

