



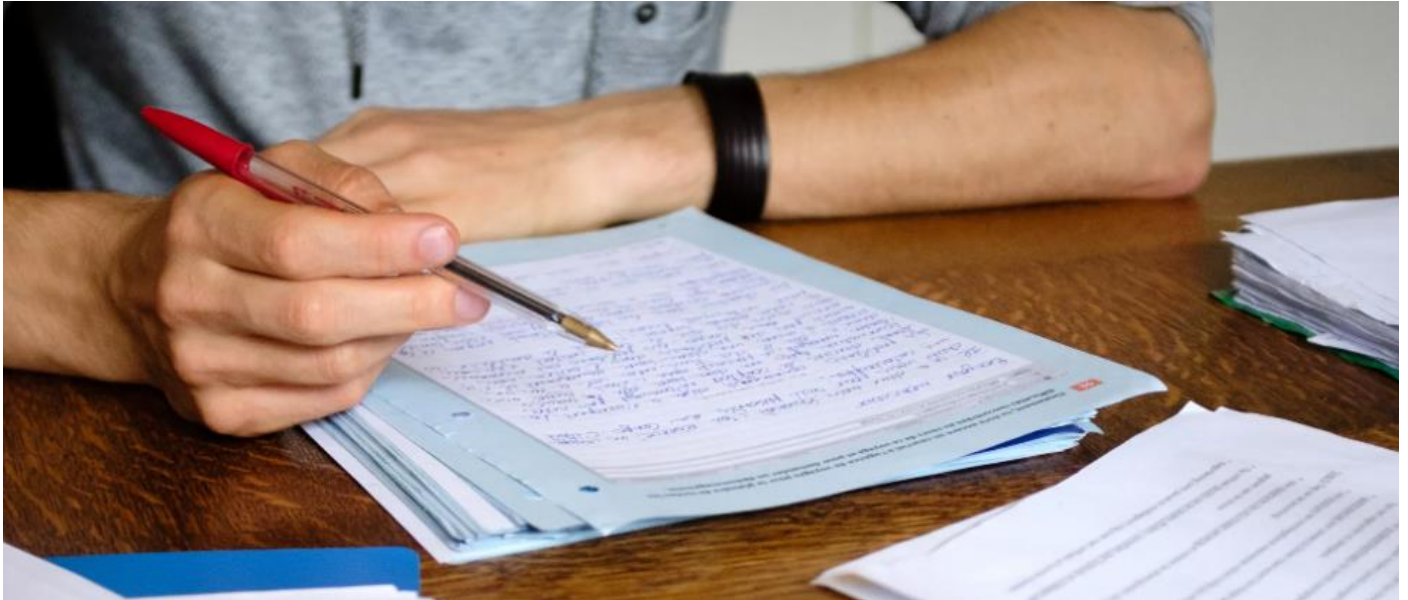
**QUICK  
LINKS**

[Curriculum Website](#) | [Exams Website](#) | [Circulars](#) | [Question Papers](#) | [Vacant Posts \(Dept\)](#)  
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# Work smarter; not harder: Beating the burden

<https://www.ecexams.co.za/CM.htm>



## PROBLEM STATEMENT

Teacher burnout due to excessive administrative tasks is a pressing issue impacting South African educators. The overwhelming workload of planning, assessments, grading, and reporting leads to extended work hours and exhaustion. This situation threatens the retention of skilled teachers in the profession.

## TIPS FOR TEACHERS

The administrative load can feel like an endless sea of red tape, threatening to drown your passion for teaching. Long hours and constant paperwork can lead to burnout, but hold on! Here are some strategies to help you work smarter, not harder, and reclaim your love for teaching:

### ● Streamline your systems:

- **Planning & Assessments:** Can you combine or condense existing plans to reduce redundancy? Talk to colleagues about sharing resources. Look for online templates or banks of pre-made assessments that you can adapt. Example: <https://www.ecexams.co.za/ExaminationPapers.htm>
- **Grading:** Explore alternative methods! Consider self-assessment or peer review. Utilize technology for grading where possible (think online quizzes). Example: <https://bit.ly/AfrAETgr12Toets1>
- **Recording & Reports:** Fight the data entry monster! See if there are ways

to automate or use templates to minimize repetitive tasks.

- **Professional Development:** Attend workshops or training sessions focused on time management and productivity. Learn new strategies to optimize your teaching methods and reduce administrative stress.

### ● **Prioritize & Set Boundaries:**

- **Make a schedule:** Block out dedicated working time during the day – preferably not evenings or weekends. Prioritize the most essential tasks.
- **Communicate:** Be the voice of reason! Let your principal or department head know how much time admin work takes. Suggest ways to streamline processes.
- **Boundaries are your friend:** Disconnect from work emails and calls during evenings and weekends. Protect your personal time for rest and rejuvenation.
- **Self-Care is Essential:** Take care of your well-being. Ensure you get enough rest, exercise, and healthy nutrition. Engage in activities outside of work that recharge and rejuvenate you.

### ● **Remember why you teach:**

- **Learner focus:** Take a daily moment to reconnect with your passion: the learners! Remember the joy of seeing them learn and grow.
- **Find your inspiration:** Watch a video by a passionate educator, read about innovative teaching methods, or connect with inspiring colleagues. Example: <https://bit.ly/TeachingTiring>
- **Celebrate the wins:** Big or small, acknowledge your successes! Did a learner finally master a concept? Did you have a particularly engaging lesson?

### ● **Together we thrive:**

- **Connect with colleagues:** Share the load! Talk to fellow teachers about their strategies for managing workload. Share resources and support each other.
- **Teacher unions:** Consider joining a teacher's union. They can offer support, resources, and advocate for reducing administrative burdens.

### ● **Don't Give Up!**

Teaching is a rewarding but demanding profession. By working smarter and prioritizing what matters most, you can reclaim your passion for teaching and continue to make a positive impact on your learners. So ditch the burnout, embrace these tips, and get ready to inspire!

\*\*\*\*\*

Picture: <https://www.edutopia.org/article/3-reasons-teacher-gave-grading/>

## NB! CIRCULARS NB!



# CIRCULARS

[www.eccurriculum.co.za/Circulars.htm](http://www.eccurriculum.co.za/Circulars.htm)

Available at <https://www.eccurriculum.co.za/Circulars.htm>:

- **Government Gazette 5058:** Amendment of Rules of the GEFP - Funeral Benefit
- **Memo:** NSNP 1st Tranche Payment
- **Memo:** Threat of pending total shutdown by the taxi industry
- **DPSA Circular 2 of 2024:** Annual revision of subsistence and camping allowance

## NB! ASSESSMENT INSTRUCTIONS NB!



# ASSESSMENT INSTRUCTIONS

[www.ecexams.co.za](http://www.ecexams.co.za)

Available at [https://www.ecexams.co.za/2024 Assessment Instructions.htm](https://www.ecexams.co.za/2024%20Assessment%20Instructions.htm):

- **24/2024:** Implementation of the 2023 of Assessment Programme in Mainstream and Special Schools across the GET Band



**NEW**

# NEW VACANCY LIST



Available at <https://www.eccurriculum.co.za/Bulletins.htm>

Departmental Advert 2 of 2024: Public Service Act Vacant Posts within Eastern Cape Department of Education - Closing Date: 13 May 2024 + Erratum

## The Ultimate Online Resource Hub for Teachers

### ● Exams

[www.ecexams.co.za](http://www.ecexams.co.za)

### ● Teaching & Learning

[www.eccurriculum.co.za](http://www.eccurriculum.co.za)

### ● Classroom Management

[www.ecexams.co.za/CM.htm](http://www.ecexams.co.za/CM.htm)

### ● Eastern Cape Educational Newsletter

[www.eccurriculum.co.za/hoorhier.htm](http://www.eccurriculum.co.za/hoorhier.htm)



# TRAINING – COURTESY OF SAOU



Register here: <https://bit.ly/SAOUwebinars> or scan the QR code above.

- **6 – 9 May 2024**
  - LSEN Symposium (Presentations: English and Afrikaans)  
All educators welcome to attend this virtual symposium
- **7 May 2024**
  - LEAPS (Listen-Empathise-Agree-Partner) model for managing conflict  
All educators welcome
- **8 May 2024**
  - An Introduction to Generative AI with the focus on ChatGPT  
All educators at TVET colleges are welcome to attend this training session
- **9 May 2024**
  - Sensory Processing  
All Foundation Phase educators are welcome to attend this training session
- **13 May 2024**
  - Nuwe klasleesboeke en jeugromans vir die klaskamer  
All Gr 4-9 educators are welcome to attend this training session
- **14 May 2024**
  - Time management as a stress management strategy  
All educators are welcome to attend this professional development session
- **15 May 2024**
  - General Education Certificate (GEC) and Technical Occupational Curriculum (TOC)  
All educators are welcome to attend this professional development session
- **16 May 2024**
  - Dealing with bullying behaviour and biting learners  
All educators are welcome to attend this professional development session
- **20 May 2024**
  - Science Made Simple: Interactive Experiments for Teachers  
All Intermediate Phase educators are welcome to attend this training session
- **21 May 2024**
  - Causes and symptoms of stress  
All educators are welcome to attend this professional development session
- **22 May 2024**
  - Retirement: The differences between resignation and retirement  
All educators are welcome to attend this training session
  - Rights of parents vs. the rights of educators  
All educators at Independent schools are welcome to attend this professional development session

# ANNUAL TEACHING PLANS 2024



## ANNUAL TEACHING PLANS 2023 - 2024

[www.eccurriculum.co.za/ATPs2023-2024.htm](http://www.eccurriculum.co.za/ATPs2023-2024.htm)

<https://www.eccurriculum.co.za/ATPs2023-2024.htm>

**NO. 1  
EXAMINATIONS WEBSITE  
FREE QUESTION PAPERS & MEMOS**

**[www.ecexams.co.za](http://www.ecexams.co.za)**

# LINKS TO IMPORTANT ONLINE RESOURCES



## Teachers

- [Bulletins \(Vacancy Lists\)](#)
- [Circulars](#)
- [Submit online CV](#)
- [Hoor Hier newsletter](#)
- [Subscribe to newsletter](#)
- [List of prospective teachers](#)
- [PAM](#) (Personnel Administrative Measures – Conditions of Service)

## Exams

- [www.ecexams.co.za](http://www.ecexams.co.za)
- [Question Papers](#)
- [Assessment Instructions](#)
- [Study Guides](#)
- [Examination Guidelines](#)
- [Policy Documents](#)

## Curriculum

- [www.eccurriculum.co.za](http://www.eccurriculum.co.za)
- [ATPs 2023 - 2024](#)
- [CAPS](#)
- [Curriculum Instructions](#)
- [FET Phase](#)
- [Senior Phase](#)
- [Intermediate Phase](#)
- [Foundation Phase](#)
- [Grade R](#)
- [ECD: 0 - 5 years](#)
- Digital Textbooks:
  - [Business Studies](#)
  - [Technical Mathematics and Science Textbooks](#)
- [Foundation Phase eLibrary](#)



# VACANT POSTS

## Stutterheim High School



Our SGB invites you to make an application for the following  
GOVERNING BODY GRADE 2 TEACHING POST

### Foundation Phase Grade 2 Educator from Term 3 2024

#### Minimum Requirements:

- \* Applicable qualifications
- \* Professional teaching qualification
  - \* SACE registration
- \* Driver's Licence and PDP (compulsory)
- \* Extra-mural commitment (compulsory)
  - \* Computer Literate
- \* Police Clearance Certificate

#### Competitive remuneration package:

The interview process and appointment will be at the sole discretion of the Governing Body. The SGB also reserves the right not to fill the position. Only shortlisted applicants will be contacted.

**Closing date:**  
**08 May 2024**

Submit applications to:  
The Principal, Stutterheim High School  
or  
e-mail to: [principal@stutthigh.co.za](mailto:principal@stutthigh.co.za)

In line with the POPIA (Protection of Personal Information Act), we will attempt to ensure the confidentiality of all applications for this role. All reasonable measures will be in place to protect personal information which will be used in the recruitment, selection and reporting process. By submitting your application for this position, you recognize and accept this disclaimer.





## LAERSKOOL BURGERSDORP

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### TYDELIKE POS

*Beheerliggaam- onderwyspos (Intermediêre Fase)*

*Graad 5: Wiskunde, Engels en Lewensvaardigheid*

*Graad 6-7: Skeppende Kunste*

---

Selfgedrewe, passievolle kandidate, met sterk leierskapvaardighede en goeie menseverhoudinge, word uitgenooi om aansoek te doen vir die vakante pos.

Onderrig inligting en verantwoordelikhede:

- Klasvoog
- Alle vakke word in Afrikaans aangebied
- Bereidwilligheid om buitemuurse aktiwiteite aan te bied

Aansoeke moet die volgende dokumentasie insluit:

- Curriculum Vitae
  - Aansoekbrief
  - ID dokument
  - Toepaslike onderwyskwalifikasies en ervaring
  - SACE sertifikaat
- 

Stuur aansoeke aan: [bls@burgersdorp.co.za](mailto:bls@burgersdorp.co.za)

Sluitingsdatum: Vrydag, 31 Mei 2024

Diensaanvaarding: 6 Julie 2024 - 31 Oktober 2024

**Navrae: Elsie Oosthuizen (Beheerliggaam Voorsitter)**

**0824179400**



WESTERING  
HIGH SCHOOL

**WESTERING HIGH SCHOOL**

- An educational adventure! –

invites applications for a  
**School Governing Body** appointment  
from 01 July 2024

**HEAD OF SPORT**

- Sport played at provincial level a recommendation
- Sports coaching at provincial level a recommendation
- Cricket and Hockey coaching at first team level a recommendation

**Applicants must send the following:**

- a full cv
- certified copies of qualifications
- copy of ID
- extra-mural involvement
- names of two contactable referees

**Closing Date: 17 MAY 2024**

Send cv's to Mrs Anita Style  
at [astyle@westeringhigh.co.za](mailto:astyle@westeringhigh.co.za)





An opportunity exists for an exceptional individual to join the staff of one of the leading English-medium country schools in South Africa.

**MATHEMATICS PRIMARY DEPARTMENT TEACHING  
POST (GRADE 5 to 7)**  
Governing Body Position - Intermediate and Senior Phase

**REQUIREMENTS:**

- Suitable teaching qualifications for Mathematics.
  - Complete command of English.
- Coaching of extra-mural activities is essential.
  - Must be SACE registered.
  - Computer Literate

**CLOSING DATE: 10 May 2024**

Only short-listed candidates will be contacted. The interview process and appointment will be at the sole discretion of the Governing Body. It is expected that short-listed candidates are available to travel to Graaff-Reinet for an interview.

The successful applicant will be required to start on 8 July 2024.

Please send a comprehensive CV to:  
**The Headmaster**  
**Union High School**  
**P.O. Box 190**  
**Graaff-Reinet, 6280**

✉ [secretary@unionschools.co.za](mailto:secretary@unionschools.co.za)  
☎ 049 891 0262

  [unionschools.co.za](http://unionschools.co.za)





**OOSKUS  
GIMNASIUM**  
VERENIG EN FLOREER

'n Afrikaanse skoolterrein wat as een van die bekendste en trotsste bakens van Oos-Londen hier aan die hartjie van die Ooskus floreer. Ons strewre daarna om uitblinkers vir die toekoms te vorm.

## BEHEERLIGGAAMPOS

Met die moontlikheid van 'n departementele oorplasing.

# FISIESE WETENSKAPPE (gr. 10 tot 12) NATUURWETENSKAPPE (gr. 8 tot 9)

### DIENSAANVAARDING

1 Julie 2024

### SLUITINGSDATUM

9 Mei 2024

- Onderrigmedium: Afrikaans Huistaal
- Gepaste kwalifikasies en ondervinding
- SARO-registrasie is verpligtend.
- Meld buitemuurse aktiwiteite.



- Slegs persone wat vir onderhoude genooi word, sal gekontak word.
- Die Beheerliggaam behou homself die reg voor om nie die pos te vul as 'n geskikte persoon nie gevind word nie.

E-pos volledige CV met gewaarmerkte bewys van kwalifikasies en ID na: [admin@grens.co.za](mailto:admin@grens.co.za)

Oos-Londen (Hoërskool Grens)

# HOËRSKOOL NICO MALAN HUMANSDORP



## 3 x VAKATURES: BEHEERLIGGAAMPOSTE (moontlikheid van departementele aanstelling)

Persone met gepaste kwalifikasies en ondervinding in die volgende vakke kan aansoek doen:

Ekonomie (Gr 10 – 12)  
English FAL (Gr 10 – 12)  
Fisiese Wetenskappe (Gr 10 – 12)  
IGO (Gr 10 – 12)  
Wiskunde (Gr 10 – 12)  
RTT (Gr 10 – 12)  
SW: Geskiedenis (Gr 8 – 9)

Vul van poste: 1 Augustus 2024 of Januarie 2025

- Kandidate met toepaslike kwalifikasies en bewese ondervinding in die onderrig van bogenoemde vak word genooi om aansoek te doen.
- Noem asseblief buitenuurse betrokkenheid.
- Aansoeke sluit om 12:00 op Vrydag 10 Mei 2024.
- Beheerliggaam behou die reg voor om die pos nie te vul nie.

Stuur 'n aansoekbrief, volledige CV met ten minste 3 verwysings en gewaarmerkte afskrifte van kwalifikasies, SACE sertifikaat en ID aan:

Die Skoolhoof, Hoërskool Nico Malan

Faks: 042 2910411

E-pos: [nicomalan@gmail.com](mailto:nicomalan@gmail.com)



# COLLEGIATE GIRLS' HIGH SCHOOL

invites applications for a School Governing Body  
appointment

## MUSIC: PERCUSSION

Part-time

Starting July 2024

Applicants must have at least three years' experience teaching Percussion.

Applications should include:  
a full CV; certified copies of qualifications;  
academic transcripts; police clearance certificate  
and names of two contactable referees.

Submit applications online:

<https://rb.gy/u8dib4>

[www.collegiatehigh.co.za](http://www.collegiatehigh.co.za)

Closing date: 15 May 2024



# UITENHAGE CONVENT R.C. PRIMARY SCHOOL

P.O. Box 1502 – Uitenhage 6230

Telephone: 041 9227701

Email: [conventprimary@telkomsa.net](mailto:conventprimary@telkomsa.net)

**Date: 5 April 2024**

## **DEPARTMENTAL POST**

Applications are hereby invited for the following Departmental Post from 1 June 2024 at Uitenhage Convent R.C. Primary School:

### **EDUCATOR: POST LEVEL 1 REQUIREMENTS**

**Intermediate and Senior Phase**

**Grade: 5 - 7**

**Teaching all Intermediate Phase subjects including Religious Education**

**Upholding the Catholic Ethos**

**Coaching sport**

**Medium of Instruction: English**

**Assumption of Duty: 1 June 2024**

#### **Documents required:**

- Completed EDP 01 application form
- Certified copy (not older than 3 months) of Identity Document
- Certified copy (not older than 3 months) of marriage certificate / Decree of Divorce (if applicable)
- Certified copies (not older than 3 months) of all qualifications (must include Intersen Phase Teachers' qualifications i.e., Diploma in Education, B Ed Degree, ACE, NDPE, FDE, PGCE)
- Full academic records/transcripts in cases where the subjects do not appear on diplomas, degree certificates, etc.
- Certified copy (not older than 3 months) of membership with SACE or proof of application for registration (Post Office receipt reflecting ID no. / certified mail slip reflecting personal particulars of applicant)
- SAPS clearance certificate or proof of application
- Detailed CV with 3 references and years of experience

**Applications should be hand delivered to:**

**The Principal, Uitenhage Convent R.C. Primary, 4/4A Billson Street, Kariega, 6230**

**OR mailed to [conventprimary@telkomsa.net](mailto:conventprimary@telkomsa.net)**

**Closing date: Thursday, 9 May 2024, 13:00**



# HIRE ME!



NAME	SURNAME	QUALIFICATIONS	PHASE	SUBJECTS	AREA
Tashlyn	Jansen	BEd Intermediate phase	Intermediate / Intermediêr	Mathematics English Lifeskills/PSW PE Mathematics Drama EMS Social science Natural science	Port Elizabeth
Madeline	Van Jaarsveld	Qualified BEd Foundation Phase teacher Funza Lushaka bursary holder First Aid level 1 120 Hour Advance TEFL/TESOL Course Level 1/2 Netball Umpires Course	Foundation / Grondslag	Afrikaans English Mathematics Life Skills	Port Elizabeth Uitenhage Despatch Jeffreys Bay Kirkwood Colchester Nanaga Sondags rivier
Samantha	Samuels	Degree in Bachelor of Education N Diploma in Human Resources Management	Foundation / Grondslag	English, Afrikaans, Maths, Life Skills	Port Elizabeth Uitenhage East london King Williams Town Grahamstown Graaf Reinet Cradock
Nthabiseng Joyce	Fokasi	PGCE, Bsc Biological sciences	Senior, FET / VOO	Life sciences, Natural science	any area

Nazeefah	Sookdin	BED in Intermediate Phase TEFL Certificate	Intermediate / Intermediêr	Qualified to teach all Intermediate Phase Subjects	Uitenhage Despatch Port Elizabeth King Williams Town East London
Phaladi Debrey	Mosoeu	BEng Chemical Engineering and PGCE	Senior, FET / VOO	Mathematics and Physical Sciences	Anywhere
Clarissa	Jordan-Kotze	Grade R Diploma (busy studying towards my degree 2nd year 2nd semester in July I will start my 3rd year)	Foundation / Grondslag	English Home language or Additional language Afrikaans Home language or Additional language Mathematics and Life skills	Gqeberha

## AVAILABLE TEACHERS: ONLINE CVs



192 online CVs are available at <https://bit.ly/CVdata>

## RE-APPOINTMENT OF PREVIOUSLY RESIGNED EDUCATORS

Kindly take note of HRM Circular 4 of 2023: Re-appointment of previously resigned educators and those who had retired prematurely. It is available at <https://www.eccurriculum.co.za/Circulars.htm>

## Managing the Unmanageable - A Teacher's Guide to Classroom Success -

Read all these articles at <https://www.ecexams.co.za/CM.htm>

The following broad categories and topics are covered:

### Personal but professional

- ✚ How to get appointed in a new teaching job
- ✚ Do's & Don'ts for Newly Appointed Teachers: Navigating Colleagues, Learners & Principal
- ✚ Guiding the Novice: Nurturing Newly Appointed Teachers
- ✚ How to prepare for the new academic year
- ✚ How to be a respected colleague and a good friend
- ✚ How to plan and prepare for retirement
- ✚ The Two-Pot Retirement System

### Emotional Intelligence (EQ)

- ✚ Work smarter; not harder: Beating the burden
- ✚ Anger Management Tips for Teachers

Hoor hier-nuusbrief | newsletter: <http://bit.ly/hoorhier>

- ✚ How to Overcome Teacher Burnout
- ✚ Learners don't need a perfect teacher; they need a happy teacher
- ✚ How to stay motivated as a teacher
- ✚ Nurturing Emotional Safety for Teachers: Surviving and Thriving in the Classroom

### ● **Proactive Classroom Control**

- ✚ Embarking on a New School Year: A Teacher's Guide to the First Week
- ✚ How teachers can be effective classroom leaders
- ✚ Maintaining a positive classroom culture
- ✚ Establishing classroom rules and expectations
- ✚ Creating a Vibrant Learning Haven: Classroom Decoration and Design

### ● **Managing Learners: Engage, Empower, Excel**

- ✚ Managing Expectations: Inspirational Teacher and Successful Coach
- ✚ Autism: Strategies for teaching mildly Autistic Learners in my class
- ✚ Quality Education in Poor Communities: Empowering Minds in Adversity
- ✚ Building positive relationships with learners
- ✚ How to motivate and inspire learners
- ✚ Handling bullying and harassment
- ✚ Dealing with disruptive behaviour
- ✚ Navigating Subject Choices in Grade 10: Guidelines for learners
- ✚ What to say to learners at an Awards Ceremony

### ● **Cool Teaching Tactics**

- ✚ ADHD: Strategies for Teaching ADHD Learners
- ✚ Autism: Strategies for teaching mildly Autistic Learners in my class
- ✚ Mathematics Myth: Turning the Tables on Perceived Difficulty
- ✚ Making your Subject Irresistible to Learners
- ✚ If you are not having fun, you are doing something wrong!
- ✚ Encouraging critical thinking skills
- ✚ Incorporating the four predominant learning styles in teaching
- ✚ Teaching learners different learning and studying methods
- ✚ Using technology effectively in the classroom
- ✚ How do I determine the standard of my teaching
- ✚ How do I determine the effectiveness of my teaching

### ● **Tips for Acing Exams**

- ✚ How do I determine the standard of my assessment
- ✚ How to prepare learners for successful exam writing
- ✚ How to give feedback after an exam
- ✚ Encouraging Resilience and Growth: Supporting Learners after Exam Results

### ● **Navigating the Principal's Office**

- ✚ How to approach the principal with a new innovative, revolutionary idea for the school
- ✚ How to approach the principal with a grievance: Navigating rudeness and unfair treatment

### ● **Parental Bridge Building**

- ✚ Tears & Tantrums: Please help; my child does not want to go to school!
- ✚ What can teachers do to improve parental involvement in their school going children's education
- ✚ Dear Parents... (Open letter to parents)

### ● **Vacation Vibes**

- ✚ What teachers could do during the winter holidays
- ✚ Sun, Sand, and Self-Care: Summer Adventures for Teachers

## DEADLINE FOR SUBMISSIONS

This weekly newsletter is a **free** service to schools. Please distribute it electronically to all your colleagues.

Schools are invited to advertise their **vacancies** here. Teachers looking for posts are welcome to submit their **resumes** online at <https://bit.ly/CVinfo>.

The deadline for all contributions: **Thursdays at 13:00**.



*“Teachers who  
love teaching,  
teach children to  
love learning.”*

**— Unknown**

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- Drik Greeff assumes no liability for direct and/or indirect damages arising from requests from individuals or institutions to distribute information on their behalf.
- **Contact details:** [drik.greeff@gmail.com](mailto:drik.greeff@gmail.com)