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# Effective School Budgeting: Key Steps and Tips

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



Drawing up an accurate budget is crucial for the effective management and operation of a school. A well-planned budget ensures that financial resources are allocated strategically, supporting the school's mission and goals. It allows for the prioritisation of essential expenditures, such as instructional materials, staff development, and infrastructure improvements. Moreover, an accurate budget promotes transparency and accountability, fostering trust among stakeholders including teachers, parents, and governing bodies. By meticulously planning and monitoring finances, schools can create a stable environment that enhances educational outcomes and supports the overall well-being of learners and staff.

Creating a school budget involves several key steps to ensure that funds are allocated appropriately, and that the school's financial health is maintained. Here is a comprehensive guide:

## 1. Understand Funding Sources

- **Government Grants:** Familiarize yourself with the allocation norms and standards set by the Department of Basic Education, including the National Norms and Standards for School Funding (NSSF).
- **School Fees:** If your school charges fees, understand the regulations and policies regarding fee collection.
- **Fundraising and Donations:** Consider additional sources of income such as fundraising activities and donations from the community and businesses.
- **Association of Former Learners:** Of great value can be the association of former learners, kept alive by regular reunions and founders' day celebrations. Their contributions through fees and services are of great value, thanks to their loyalty to the school.

## 2. Form a Budget Committee

- Include representatives from all relevant stakeholder groups, such as teachers, non-teaching staff, parents, and school governing body (SGB) members, etc.

- Ensure the committee understands their roles and the importance of transparency and accountability.

### 3. Gather Information

- **Previous Budgets:** Review the previous year's budget and actual expenditures to identify trends and areas for adjustment. Look at fixed items like municipal services, but also at long term internal projects, e.g. upgrading of school facilities.
- **School Improvement Plan (SIP):** What are your dreams for the school (vision) in terms of academic, cultural and sport achievements? What is needed to achieve these goals in the short and the long term?

### 4. Identify Needs and Priorities

- Bearing **previous budgets** and alignment with the **School Improvement Plan** in mind conduct a needs assessment to identify the school's priorities in terms of infrastructure, resources, staff development, and learner support.
- **Engage with all stakeholders** to gather input and ensure the budget reflects the school community's needs. The following stakeholders should submit fully motivated income and expenditure budgets for their areas of responsibility:
  - The School Management Team (e.g. for professional development activities)
  - Every Teacher (e.g. for classroom activities, textbooks, stationery, technology, cultural and sport equipment, etc.)
  - Every non-teaching staff member (e.g. for office infrastructure, gardening tools, transport)
  - SGB and PTA (e.g. school fees, fundraising, improvement and maintenance of school infrastructure, etc.)
  - Learner Representative Council (e.g. facilities they may need, water points, toilets, jungle gym, etc.)
  - Any relevant person

### 5. Draft the Budget

- **Income:** Project income from all sources, including government funding, school fees, and all other income. Take in consideration cases of exemption of school fees.
- **Expenditures:** Categorize expenditures into operational costs (salaries, utilities, maintenance), instructional costs (textbooks, supplies), and capital costs (building projects, major equipment). Also consider bad debt and how to resolve it.
- **Contingency Fund:** Allocate a portion of the budget for unexpected expenses.

### 6. Review and Approve

- Ensure the budget aligns with legal requirements and financial regulations.
- Calculate the proposed school fees for the next academic year.
- Present the draft budget to the School Governing Body (SGB) for review and presentation to the parents' meeting for final approval.
- Present the draft budget to the parents for final approval. In doing so share the School Improvement Plans with the parents so that they understand the budgeting

process.

## 7. Implementation and Monitoring

- **Signatures:** The SGB to decide who have signing rights regarding the bank account and procurement process.
- **Procurement Process:** Draw up a detailed procurement process and present it to all stakeholders.
- **Record Keeping:** Maintain accurate financial records and documentation as per departmental prescripts and auditor requirements.
- **Regular Monitoring:** Monitor income and expenditure regularly to ensure adherence to the budget.
- **Reporting:** Provide regular financial reports to the SGB and other relevant stakeholders.

## 8. Adjust as Necessary

- Be prepared to adjust the budget if there are significant changes in income or unexpected expenses.
- Conduct mid-year reviews to assess financial performance and make necessary adjustments.

## 9. Compliance and Audits

- Ensure compliance with the South African Schools Act and other relevant legislation.
- Prepare for audits by keeping comprehensive and accurate financial records.

## Tips for Effective Budget Management

- **Involve Stakeholders:** Engage the school community in the budgeting process to ensure transparency and buy-in.
- **Be Realistic:** Base your budget on realistic income projections and prioritize essential expenditures.
- **Continuous Improvement:** Use feedback and performance reviews to improve the budgeting process annually.
- **Training:** Provide training for staff involved in financial management to ensure they understand budgeting principles and practices.

In conclusion, creating an effective school budget requires careful planning, stakeholder involvement, and a clear understanding of funding sources and priorities. By following the outlined steps, schools can ensure that their financial resources are managed responsibly and directed towards achieving their educational goals. Continuous monitoring, regular reviews, and adherence to legal requirements are essential for maintaining financial health and transparency. With a well-structured budget and a commitment to effective management, schools can create a supportive and enriching environment for learners, staff, and the broader school community.

\*\*\*\*\*

**Picture:** <https://www.theheadteacher.com/school-procurement/financial-systems/school-budgets-courage-and-conservative-planning-needed>

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

# Bella, die Drama Queen

## Drik Greeff

“Meneer, ek dink dis tyd dat ons personeel ‘n slag konsert hou.” Bella gee kans dat haar woorde insink. Die personeel raak doodstil in die personeelkamer – soos altyd wanneer Bella een van haar skokaankondigings doen.

“Hoekom, Bella?” Meneer het genoeg drama in die kantoor en hy klink nie baie lus vir nog drama nie.

“Meneer, ons personeel se gees is daarmee heen. Ons is katterig en krapperig die laaste ruk. Ons moet weer ‘n slag iets saam doen. So iets kan net lekker wees. Meneer sal sien.” Die jonger personeel se koppe knik opgewonde; dit klink na pret.

“Wat het jy in gedagte, Bella?” ‘n Mens kan sommer hoor Meneer het al halfpad geval vir Bella se idee. Hy is al lankal bekommerd oor die personeel se gees.

“Meneer, ek het nou so gedink: ons as personeel kan gerus ‘n voorprogram doen vir ons skoolkonsert.”

“Nou kom met ‘n voorstel na die personeel toe. Dan besluit ons saam oor die saak.”

Mens moenie vir Bella ‘n halwe kans gee nie: pouse het sy al haar planne agtermekaar. “Meneer, ons gaan ‘Op Hartebeesfontein’ opvoer. Dis ‘n ou verhalende gedig oor ‘n outydse bruilof. Wanneer die bruid se vorige kêrel en sy dronk pêle ongenooïd opdaag, begin die poppe dans. Meneer is die bruidegom, Frieda die bruid en Dolfie die eks en die res van julle die gaste.”

“En jy, Bella”, waag een van die kollegas dit.

“Ek is die regisseur, die souffleur, die verhoogbestuurder, die drama queen, noem my wat jy wil.”

En so word Bella toe die Drama Queen. Op die verhoog swaai Bella die septer en almal dans na haar pype – Meneer inkluis.

In die personeelkamer verbeter die gemoedere oornag. Meneer is in sy skik, want in plaas van kliek en skinder word daar nou elke dag lekker gelag oor die vorige dag se repetisie. Bella is nog meer in haar skik; dit lyk asof sy vir ‘n *oscar* benoem is.

Oornag versprei die nuus deur die hele skool, deur die hele dorp en tot wie weet waar in die distrik: Die onnies gaan ook konsert hou! Die plekbesprekings skiet dadelik die hoogte in en spoedig is daar te min plek. Al genade is om die konsert van die skoolsaal na die stadsaal te verskuif.

‘n Maand later verskyn ‘Op Hartebeesfontein’ as voorprogram vir die skoolkonsert. Die stadsaal is stampvol. Al wat leef en beef, is daar. Party kinders staan selfs agter teen die muur, want hulle moes plek maak vir ‘n oupa of ouma wat op die nippertjie besluit het om ook saam te kom.

Presies om sewe-uur gaan die gordyn oop. Alles verloop soos beplan, behalwe dat die spel soms onderbreek word vir onverwagte applous vir sommige spelers. Meneer is beslis een van die gunsteling: die gehoor besef skielik dat iewers in hulle eksie-perfeksie skoolhoof daar ‘n ondeunde akteur skuil.

Skoolkonserte het altyd ‘n paar onverwagte kinkels in die kabel en met hierdie een is dit ook nie anders nie.

Die drank waarmee hulle elke aand die onthaaltoneel geoefen het, was sommer

kraanwater. Maar vir die ware Jakob besluit Dolfie dat hy maar een van sy bottels witblits kan opoffer: dit gebeur immers nie elke dag dat hy in 'n hoofrol speel nie.

Die probleem is net dat hy niemand van die witblits gesê het nie.

Die konsert kom amper tot stilstand soos die witblits hulle asems wegslaan toe hulle hulle gewone groot slukke vat. Party gaan aan die hoes. Meneer se kieste staan sulke rooi bolle en sy oë loer benoud bo-oor sy bril soos wanneer hy sy Meneer-kyk gee. Dis eers toe Bella agter die gordyn uitspring en hom 'n helse hou agter die blaaië gee en hy die witblits bo-oor Mevrouw en die ander eregaste in die voorste rye uitspoeg dat hy weer tot verhaal kom.

“Speel! The show must go on!” sis Bella voordat sy weer agter die gordyn verdwyn.

Maar dis nog nie die einde van al die drama nie.

Miskien was dit die witblits wat Meneer se oordeel 'n bietjie aangetas het, of miskien het Meneer hom net te diep in sy rol ingeleef. Miskien was dit dat Dolfie, die kastige vorige kêrel, met die hulp van die witblits sy rol net so 'n bietjie té veel na Meneer se sin geniet het. Frieda, die pragtige bruid het al haar dae om Dolfie tussen die danspassies deur te systap – sy vatterige aksies is beslis nie dié wat ingeoefen is nie.

Die klimaks van die verhaal is 'n (skyn-)vuisgeveg tussen die bruidegom en die vorige kêrel wat so by die bruid aanlê. Maar nou ja, kom ons gee maar die witblits die skuld, want dan kan Dolfie immers nie vir Meneer aankla van aanranding nie. Wat 'n kastige houtjie moes wees, is 'n allemintige uitklophou wat Meneer teen Dolfie se ken plant. Hy slaan neer soos 'n os: uit soos 'n kers.

Nog is het einde niet. Die hele saal sit in geskokte stilte: was dit net goeie toneelspel of was dit 'n goeie vuishou?

Terwyl almal nog wonder, spring Julia, Meneer se vierjarige dogtertjie wat langs Mevrouw in die voorste ry sit, op en storm met die trappe op die verhoog. Die geskokte Mevrouw vergeet skoon om haar te keer.

Sy storm tot by Meneer waar hy nou hoogs bekommerd langs Dolfie kniel. Net soos die res van die gehoor kan sy nie glo wat sy sien nie. Dis nie meer 'n konsert nie, maar haar pa wat iemand vreeslik seer geslaan het.

“Pappa, jou d@nnel, jou d@nnel!” skel die verontwaardige kinderstemmetjie haar pa.

Meneer val self amper flou toe hy besef dat dit sy dogter is wat nou hier langs hom staan en hom ten aanhore van almal die leviëte voorlees.

Die applous is oorverdowend toe Mevrouw haar op die verhoog gaan haal.

Bella storm weereens op die verhoog en skiet 'n beker water in Dolfie se gesig.

“Speel! The show must go on!” sis sy toe hy ver dwaas bykom en sy weer agter die gordyn verdwyn.

Toe die gordyn finaal toegaan, staan die hele gehoor op vir 'n applous van omtrent vyf minute. Agter die gordyn het Bella egter al haar dae om haar byna histeriese toneelspelers tot bedaring te bring.

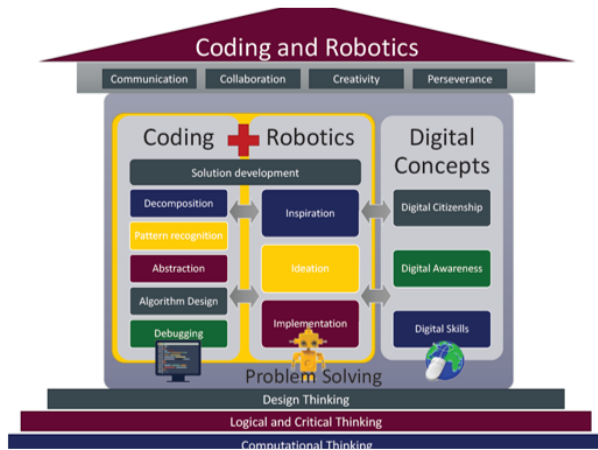
Maandagoggend lyk selfs die ernstige Meneer vriendelik toe hy almal in die personeelkamer groet. Hy loer oor sy leesbril – amper asof hy weer 'n te groot sluk witblits gevat het en vra: *“En Bella, watter toneelstuk voer ons volgende jaar op?”*

*“Nee, Meneer. Volgende jaar reël ons sommer 'n boksgeweg, maar een met 'n ouderdomsbeperking om Meneer die familieskandes te spaar.”*

\*\*\*\*\*

# NB! NEW CODING & ROBOTICS CAPS DOCUMENTS NB!

## CAPS DOCUMENTS: CODING & ROBOTICS



● The new CAPS documents for ...

- Foundation Phase,
- Intermediate Phase and
- Senior Phase are available.

● Download at

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

# 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):

- 33/2024: 2024 Grade 11 NSC November Common Examinations Draft Timetable
- 32/2024: Grade 12 NSC Examination: Timetable for October/November 2024 and the Release of Results
- 31/2024: Grade 12 NSC - Preparatory 2024 Examination Final Timetable

# GRATIS AFLAAIBARE PUBLIKASIES STIGTING VIR BEMAGTIGING DEUR AFRIKAANS

## Trots veeltalig Afrikaans | English | isiXhosa

’n Idioom sê nou maar een maal ’n ding raak. Laai ons idiome-publikasies oor die aarde, water en vuur af. Perfek om jou eie, jou klaskamer, of jou kind se taalspiere te prikkel en woordeskat uit te brei. Hierdie publikasies gee boonop ook die geleentheid om beskrywende sê-goed in ander tale te leer.

Klik hier om gratis af te laai: <https://sbafrikaans.co.za/sba-publikasies/>

Laai ons idiome-publikasies af,  
*gratis en veeltalig*

**Aarde** **Vuur** **Water**



The image shows three book covers for idioms. The first cover, 'Aarde' (Earth), features a textured background of reddish-brown soil with small green plants and footprints. The second cover, 'Vuur' (Fire), has a dark background with a stylized yellow and orange flame in the center, and silhouettes of three people sitting around it. The third cover, 'Water', shows a blue river flowing through a landscape with a zebra and a person. Each cover includes text in Afrikaans, English, and isiXhosa.

Icons: heart, hands, footprints

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



# ONLINE TRAINING – COURTESY OF SAOU



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

- **29 July 2024**
  - Dealing with learners who cut themselves  
Focus Group: InterSen
- **30 July 2024**
  - Word choice - Style and Tone  
Focus Group: SMTs
- **31 July 2024**
  - HOW TO... set high quality exam papers by looking at questioning techniques
- **1 August 2024**
  - The role of the Gr. R teachers according to the CAPS curriculum  
Focus Group: ECD & Foundation Phase
- **5 August 2024**
  - CANVA in die klaskamer  
Focus Group: Intersen
- **6 August 2024**
  - Words that could derail communication  
Focus Group: SMTs
- **7 August 2024**
  - HOW TO... work with learners who are deaf and hard of hearing  
Focus Group: LSEN
- **8 August 2024**
  - ECD development in line with the ELDAS and NELDAS  
Focus Group: ECD & Foundation Phase
- **12 August 2024**
  - Transition from Gr 3 to Gr 4  
Focus: InterSen
- **13 August 2024**
  - Leap year, a year with more hours – how do I balance extracurriculars with personal time  
Focus: School Governing Body Employees
  - Be precise and accurate  
Focus: SMT's
- **14 August 2024**
  - HOW TO...Assess properly and for the right reasons  
Focus: Independent Schools
- **15 August 2024**
  - Gestures to develop language and communication in the classroom  
Focus: ECD & Foundation Phase
- **19 August 2024**
  - ECD & Foundation Phase Symposium: Second Language Learning  
Focus: ECD & Foundation Phase

# ANNUAL TEACHING PLANS 2024



## ANNUAL TEACHING PLANS 2023 - 2024

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

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

## 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)



# 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)
- [Managing the Unmanageable – A Teacher’s Guide to Classroom Success](#)

## 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



## CLARENDON PARK PRIMARY SCHOOL

The following Governing Body post will exist for a suitably qualified candidate as from 1 January 2025:

### GRADE 6 EDUCATOR

*(There is a possibility that this post may become a Governing Body Departmental Head post. Candidates should indicate their possible interest in such a promotion post in their application documentation)*

**Should you wish to apply**, please submit your CV (including certified copies of qualifications, SACE registration certificate, extra murals offered and 3 contactable references) via the school office or email **clarendon@clarendonpark.co.za** (*email only for out of area applicants*) by 12 August 2024.

The school reserves the right not to fill this post. Applicants who have not been contacted by 30 August 2024, should assume that they have been unsuccessful.

COMMITTED TO PROVIDING A QUALITY EDUCATION



## **VAKANTE SBL-KONTRAKPOS**

**POSBESKRYWING:** Natuurwetenskappe Gr.8 en 9  
Fisiese Wetenskappe Gr.10 - 12

**MEDIUM VAN ONDERRIG:** Afrikaans en Engels

**DIENSAANVAARDING:** 1 OKTOBER 2024

### **BETROKKENHEID BY BUITEMUURSE AKTIWITEITE IS VERPLIGTEND!**

- Stuur volledige CV aan skoolhoof by [middies@adsactive.com](mailto:middies@adsactive.com)
- Kontak skoolhoof by 049-8421560 indien u verdere inligting verlang.
- **Sluitingsdatum: 26 Julie 2024**

#### Minimum Vereistes:

- 'n Voldoende bestuurslisensie
- SACE-geregistreerd of bewys van registrasie
- Volledige CV
- Gewaarmerkte afskrif van ID
- Toepaslike kwalifikasies
- Polisieklaring

Die SBL behou die reg voor om nie 'n aanstelling te maak nie.

ASHERVILLE SEKONDêRE SKOOL

Posbus 358  
GRAAFF-REINET  
6280  
Tel : 049- 8930037  
Faks : 049-8930219  
E-pos : [ashervillesec@gmail.com](mailto:ashervillesec@gmail.com)  
Prinsipaal : Mnr.J.P.Grootboom



ASHERVILLE SECONDARY SCHOOL

P.O.Box 358  
GRAAFF-REINET  
6280  
Tel : 049- 8930037  
Fax: 049-8930219  
E-mail : [ashervillesec@gmail.com](mailto:ashervillesec@gmail.com)  
Principal : Mnr.J.P.Grootboom

## ADVERTENSIE

PERMANENTE POSVLAK 1 ONDERWYSER

SLUITINGSDATUM: VRYDAG 26 JULIE 2024 OM 12H00

VAKKE: GR. 8 & 9 WISKUNDE

MEDIUM VAN ONDERRIG - AFRIKAANS

BUITEMUURSE AKTIWITEITE:  
MOET BEREID WEES OM SPORT EN KULTUUR AF TE RIG.

DIENS TYDPERK: PERMANENT

DOKUMENTE BENODIG:

1. CV
2. GESERTIFISEERDE AFDRUKKE VAN KWALIFIKASIES
3. IDENTITEITSDOKUMENT
4. SACE
5. SARS REGISTRASIE

  
.....  
H.R. LAMONT  
ADJUNKHOOF

# PATENSIE AGRICULTURAL SCHOOL



Principal: Mahambehlala S (Mr.)  
347 Tier Street  
Ramaphosa Village  
6335

: 071 967 7076 / 073 103 6346  
: 086 461 4863  
: Principal.200100917@ecs.schools.org.za  
: Patensie Agricultural School



AGRICULTURE OUR FUTURE

## PERMANENT DEPARTMENTAL POST

Patensie Agricultural School is seeking a suitable qualified and experienced educator for the following **PERMANENT POST**:

- Post #01 – Afrikaans Home Language (FET) & Life Orientation (FET)

### REQUIREMENTS

- Language of Learning and Teaching (LOLT) – English.
- Relevant teaching experience in Afrikaans Home Language (FET) and Life Orientation (FET).
- Ability to integrate ICT in education.
- Excellent knowledge of CAPS in FET and ATP's.
- Excellent skills in subject administration.
- Evidence of excellent and strong classroom and discipline management skills.
- Willing to participate in co – curricular and extra – curricular activities.

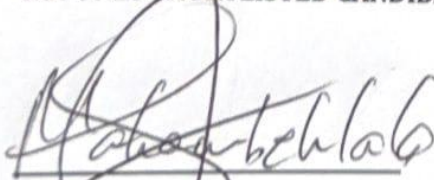
### REQUIRED DOCUMENTS

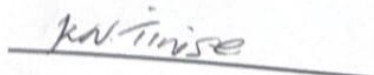
- Cover letter
- Detailed CV
- Certified copies of Identity Document
- Certified copies of **ALL** Academic Transcripts and Qualifications
- SACE certificate/ Proof of application (not older than **3 months**)
- Police clearance/ proof of application (not older than **3 months**)
- Details of **THREE** contactable references

Please submit the letter of application and all required documents to  
[Principal.200100917@ecs.schools.org.za](mailto:Principal.200100917@ecs.schools.org.za) by no later than Friday, 2 August 2024 at 14:00.

All application received **AFTER** the due date will NOT be considered.

**NB! ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR AN INTERVIEW.**

  
S. MAHAMBELALA (PRINCIPAL)

  
K.N TINISE (SGB CHAIRPERSON)

PATENSIE AGRICULTURAL  
SCHOOL  
347 TIER STREET  
RAMAPHOSA VILLAGE  
PATENSIE, 6335



# HOËR LANDBOUSKOOLO MARLOW

## BEMARKER / RUGBYAFRIGTER



DIE HOËR LANDBOUSKOOLO MARLOW IS OP SOEK NA DIE GESKIKTE KANDIDAAT OM BY ONS AAN TE SLUIT AS BEMARKER/RUGBYAFRIGTER

### SALARIS EN VOORDELE ONDERHANDELBAAR

#### ALGEMENE VEREISTES

- RUGBY-AFRIGTINSKWALIFIKASIE
- BETROKKENHEID BY BUITEMUURSE AKTIWITEITE
- VORIGE ERVARING IN BEMARKING IN SKOOLVERBAND
- PROFESSIONELE BESTUURSPERMIT (PDP)
- PRESTASIES IN, OF LIEFDE VIR RUGBY
- 'N LIEFDE EN PASSIE VIR BEMARKING
- SKOOLVERPLIGTINGE BUIE SKOOLURE -
- BEREIDWILLIGHEID OM MEER AS DIE NORM TE DOEN
- MOET GOED IN 'N SPAN KAN SAAMWERK

INDIEN U AAN DIE BOGENOEMDE KRITERIA VOLDOEN EN BELANGSTEL IN SKOOLBEMARKING EN DIE AFRIGTING VAN RUGBY SAL ONS GRAAG VAN U WIL HOOR.

**RIG U AANSOEK AAN DIE SKOOLHOOF  
HOOF@MARLOWLANDBOU.CO.ZA**

AANVANGSDATUM: 1 SEPTEMBER 2024

SLUITINGSDATUM VIR AANSOEKE: 31 JULIE 2024

SLEGS KORTLYS KANDIDATE SAL GEKONTAK WORD

DIE BEHEERLIGGAAM HOU DIE REG VOOR OM NIE DIE POS TE VUL NIE





# HOËR LANDBOUSKOO L MARLOW

## VAKANTE BEHEERLIGGAAMPOS - FAKTOTUM

DIE HOËR LANDBOUSKOO L MARLOW IS OP SOEK NA DIE GESKIKTE KANDIDAAT OM BY ONS AAN TE SLUIT AS FAKTOTUM.

### POSOMSKRYWING:

DIE EFFEKTIEWE BESTUUR, INSTANDHOUDING EN OPGRADERING VAN DIE INFRASTRUKTUUR (TERREIN EN GEBOUE) OP MARLOW

### VEREISTES

- VORIGE FAKTOTUM ONDERVINDING SAL VOORDELIG WEES
- BASIESE TEGNIESE VAARDIGHEDE - INSLUITEND BASIESE KONSTRUKSIE, LOODGIETER EN ELEKTRIESE ONDERVINDING
- EC BESTUURSLISENSIE EN PDP
- EIE BETROUBARE BAKKIE
- ERVARING IN BESTUUR VAN EN TOESIGHOUDING OOR PERSONEEL
- VERMOË OM GOEIE MENSEVERHOUDINGE TE KAN HANDHAAF
- DIE VERMOË OM TE KAN ORGANISEER EN INISIATIEF AAN DIE DAG TE LË
- MOET BEREID WEES OM NAWEKE TE WERK
- MOET REKENAARVAARDIG WEES
- DIE VERMOË OM 'N BEGROTING OP TE STEL, TE BESTUUR EN VERSLAG DAAROR TE DOEN
- AANKOPE- EN VOORRAADBESTUUR
- GOEIE GESONDHEID

MARKVERWANTE SALARIS  
BYVOORDELE ONDERHANDELBAAR

INDIEN U AAN DIE BOGENOEMDE KRITERIA VOLDOEN, SAL ONS GRAAG VAN U WIL HOOR.

**RIG U AANSOEK AAN DIE SKOOLHOOF  
HOOF@MARLOWLANDBOU.CO.ZA**

AANVANGSDATUM: 1 SEPTEMBER 2024

SLUITINGSDATUM VIR AANSOEKE: 31 JULIE 2024

SLEGS KORTLYS KANDIDATE SAL GEKONTAK WORD

DIE BEHEERLIGGAAM HOU DIE REG VOOR OM NIE DIE POS TE VUL NIE





# HOËR LANDBOUSKOOI MARLOW

## VAKANTE BEHEERLIGGAAMPOS - KOSHUISMATRONE



DIE HOËR LANDBOUSKOOI MARLOW IS OP SOEK NA DIE GESKIKTE KANDIDAAT OM BY ONS AAN TE SLUIT AS KOSHUISMATRONE.

### ALGEMENE VEREISTES

- VORIGE BESTUURSERVARING (VERKIESLIK IN DIE GASVRYHEIDSBEDRYF)
- GOEIE MENSEVERHOUDINGE
- BEREIDWILLIGHEID OM NAWEKE TE WERK
- BEREIDWILLIGHEID OM SKOFTE TE WERK
- LIEFDE VIR KINDERS
- BEREID OM SELF TE KOOK
- UIT DIE BOKS DINK
- BETROUBAARHEID
- MOET ONDER DRUK KAN FUNKSIONEER
- EFFEKTIEWE TYDBESTUUR
- BESTUURSLISENSIE EN PDP

### PLIGTE SLUIT IN

- KOSVOORBEREIDING
- VOORRAADBEHEER
- PERSONEELBESTUUR

INDIEN U AAN DIE BOGENOEMDE KRITERIA VOLDOEN SAL ONS GRAAG VAN U WIL HOOR.

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# HOËRSKOOL HANGKLIP HIGH SCHOOL

OLIVIER ROAD | KINGSWAY | QUEENSTOWN | EASTERN CAPE | 5319



045 838 3552



admin@hshangklip.co.za



Hoërskool Hangklip High School

## ONDERWYSPOS / TEACHING POST

**IGO / EGD Gr. 10 - 12**

**Tegnologie / Technology Gr. 8 - 9**

BEHEERLIGGAAMPOS / MOONTLIKE DEPARTEMENTELE AANSTELLING  
GOVERNING BODY POST / POSSIBLE DEPARTMENTAL APPOINTMENT

MELD ADDISIONELE VAKKE / STATE ADDITIONAL SUBJECTS  
PARALLELMEDIUM / PARALLEL MEDIUM

AANVANGSDATUM / STARTING DATE : 1 OKTOBER/OCTOBER 2024

### VEREISTES / REQUIREMENTS:

- Bewys van SARO-registrasie / **Proof of SACE-registration**
- Nodige kwalifikasie / **Necessary qualification**
- Gewaarmerkte afskrifte van oorspronklike dokumente / **Certified copies of original documents**
- Volledige Curriculum Vitae / **Complete Curriculum Vitae**

Die geskikte kandidaat moet 'n passie vir onderwys hê. Buitemuurse betrokkenheid sal tot voordeel wees.  
The suitable candidate must have a passion for education. Extracurricular involvement would be beneficial.

**KOSHUISINWONING BESKIKBAAR INDIEN ONGETROUD.  
HOSTEL ACCOMMODATION AVAILABLE IF UNMARRIED.**

### DOEN AANSOEK BY / APPLY AT:

Die Skoolhoof / **The Principal**

Posbus 657 / **PO Box 657**

Queenstown, 5319

E-pos / **Email:** admin@hshangklip.co.za

**SLUITINGSDATUM : 23 AUGUSTUS 2024**

**CLOSING DATE: 23 AUGUST 2024**

Indien u nie teen Vrydag, 30 Augustus 2024, gekontak is nie, moet u aanvaar dat u aansoek onsuksesvol was.  
If you have not been contacted by Friday 30 August 2024, you must assume that your application was unsuccessful.



# LAERSKOOL GILL PRIMARY

Somerset-Oos/East

At the foot of the Boschberg mountain lies the beautiful, quaint and simple little town, Somerset East. Gill Primary School forms part of the heart of our picturesque town, a school that prides itself on great education, extra-curricular activities and a strong sense of community; a school that wants you to join our Gill Primary family, in helping mould the lives of our generation to come.

## SGB Vacancy - 2025

### Intermediate and Senior Phase Teacher

#### Minimum requirements

- Communication in Afrikaans and English
- Teaching Mathematics in Afrikaans and English; and teaching Afrikaans Home Language will be to your advantage
- Qualified B.Ed Intermediate and Senior Phase or suitable qualification
- SACE registered
- Dynamic with great team work abilities
- Participate in school extra-curricular activities with experience in rugby and cricket coaching
- Valid PDP license

#### Applications

- Qualifications
  - Matric Certificate
  - SACE
  - ID
  - Full CV
- The Principal : gillp@eastcape.net

#### Closing Date

12 August 2024

Should you not receive a response within 2 weeks, please consider your application unsuccessful.

Ons is KLEIN, maar ons droom GROOT! 🏡 We are SMALL, but we dream BIG!



# LAERSKOOL GILL PRIMARY

Somerset-Oos/East

Aan die voet van Boschberg lê die pragtige, unieke en eenvoudige dorpie, Somerset-Oos. Laerskool Gill vorm deel van die hart van ons skilderagtige dorpie, 'n skool wat trots is op goeie opvoeding, buitemuurse aktiwiteite en 'n sterk gemeenskapsgevoel, 'n skool wat wil hê dat jy en jou geliefdes by ons Laerskool Gill-familie moet aansluit om die lewens van ons toekomstige generasie te vorm.

## SBL-vakature - 2025

### Intermediêre- en Seniorfase Onderwyser

#### Minimum vereistes

- Kommunikasie in Afrikaans en Engels
- Onderrig van Wiskunde in Afrikaans en Engels; en die onderrig van Afrikaans Huistaal sal voordelig wees
- Gekwalifiseerde B.Ed Intermediêre- en Seniorfase of gepaste kwalifikasie
- Moet SACE geregistreerd wees
- Moet dinamies wees en in staat wees om as span saam te werk
- Neem deel aan skool buitemuurse aktiwiteite met ondervinding in rugby- en krieketafrigting
- Geldige PDP-lisensie

#### Aansoeke

- Kwalifikasies
  - Matrieksertifikaat
  - SACE
  - ID
  - Volledige CV
- Die Hoof : gillp@eastcape.net

#### Sluitingsdatum

12 Augustus 2024

Indien u nie binne 2 weke gekontak word nie, beskou asseblief u aansoek as onsuksesvol.

Ons is KLEIN, maar ons droom GROOT! 🏡 We are SMALL, but we dream BIG!

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

# HIRE ME!



Forbes.com

NAME	SURNAME	QUALIFICATIONS	PHASE	SUBJECTS	AREA
Courtney	Bowden	<p>Primary School- Hudson Park Primary January 2005- December 2012 ( Grade R-7)</p> <p>High School- Hudson Park High School January 2013- December 2017 ( Grade 8-12)</p> <p>Matric- Bachelors pass- December 2017 Subjects - English, Afrikaans, mathematics literacy, life orientation, consumer studies, geography and CAT computer application technology</p> <p>Bachelor Of Education at Unisa 2020-present</p>	Foundation / Grondslag	<p>English-Home Language</p> <p>Mathematics</p> <p>Life Skills- physical education, drama, music</p> <p>Art</p> <p>Reading</p> <p>Afrikaans</p>	East London
Sifiso	Nkosi	BED degree	Intermediate / Intermediêr, Senior	Isizulu, Maths, SS, NS	Anywhere

## AVAILABLE TEACHERS: ONLINE CVs



**200 online CVs received the past 6 months 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
- ✚ 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**
  - ✚ Crisis in Classrooms: Learner Violence against Teachers
  - ✚ Taming the Class Clown
  - ✚ 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**
  - ✚ From Awkward to Awesome: PowerPoint Presentations
  - ✚ From Good to Great
  - ✚ 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**
  - ✚ Granny or Nanny?
  - ✚ 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
- **Miscellaneous**
  - ✚ Effective School Budgeting: Key Steps and Tips
  - ✚ Charity with Dignity
  - ✚ New Principal? Turning Challenges into Charisma

## 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**.

“

As you start to walk on the way,  
the way appears.

—

RUMI

[artofpoets.com](http://artofpoets.com)

- This is a private newsletter and it does not reflect the official views of the Department of Education.
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- **Contact details:** [drik.greeff@gmail.com](mailto:drik.greeff@gmail.com)