



TO: DEPUTY DIRECTOR-GENERALS
CHIEF DIRECTORS AND DIRECTORS
DISTRICT DIRECTORS
CES: CIRCUIT MANAGEMENT
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
SCHOOL BASED EDUCATORS

HRM CIRCULAR NO. 45 OF 2022

COMPLETION OF ANNUAL APPRAISAL INSTRUMENT BY ALL SCHOOL BASED EDUCATORS ON POST LEVEL 1 TO 4 (PL1-4)

1. In terms of Collective Agreement No. 2 of 2020 on the implementation of Quality Management System (QMS), the Principals, Deputy Principals and Departmental Heads are required to complete and sign a work-plan with their relevant supervisors at the beginning of an evaluation cycle, outlining the activities that will be undertaken by an educator within that particular year, as well as setting specific targets that need to be achieved. However, Post Level 1 educators are not required to complete and sign work- plans.
2. Subsequent to signing of work-plans at the beginning of the evaluation cycle, all educators are required to conduct Appraisals twice per annum as follows:
 - **Mid-Year Appraisals:** Towards the end of the second term, taking into account all forms of assessment administered during the first and second term, and
 - **Annual Appraisals:** Be completed by the end of the school calendar year, taking into account all forms of assessments prior to this Appraisal.
3. The annual appraisal should be preceded by Lesson Observation which must be undertaken by the immediate supervisor as part the Mid-Year and Annual Appraisal process.
4. The completion of Mid-Year and Annual Appraisal instruments by all school based educators is necessary to assess if the educators performance has complied with the required performance standards in the first and second term.
5. It is necessary to complete the Annual Appraisal instruments (Annexures A1&A2 for PL1, B2&B3 for PL2, C2&C3 for PL3 & D2&D3 for PL4) in order to assess if the educator's performance has complied with the required performance standards
6. It is imperative that the Annual appraisals instrument is completed and submitted to the Performance Management component in the relevant District Office by no later than 30 November 2022.
7. The contents of this circular must be brought to the attention of all concerned employees

MR GN NGCOBO
HEAD OF DEPARTMENT: KZN EDUCATION

16/11/22
DATE