KWAZULU-NATAL PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE HEAD OF DEPARTMENT

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DIRECTORATE: Performance Management
ENQUIRIES: MR AB ZWANE

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

HRM CIRCULAR NO. 18 OF 2026

COMPLETION AND SUBMISSION OF THE QUALITY MANAGEMENT SYSTEM (QMS) MID-YEAR APPRAISAL INSTRUMENT BY ALL SCHOOL BASED EDUCATORS, THERAPISTS, PYSCHOLOGISTS AND COUNSELLORS FOR THE 2026 ACADEMIC YEAR

1. In terms of Collective Agreement No. 2 of 2020 and Collective Agreement No. 2 of 2022 on the implementation of Quality Management System (QMS), all school based educators, therapists, psychologists, and counsellors are required to complete and sign the Mid -year appraisal instruments towards the end of the second term.

2. The Principal has to agree and sign with the Circuit Manager who is his/her immidiate supervisor. Similarly, the Deputy Principal has to complete and sign with the Principal who is his/her supervisor. Departmental Heads have to also complete and sign Mid Year appraisal instrument with the Deputy Principals as their supervisors as well as all PL1 educators with Departmental Heads as their immidiate supervisors. Annexures A1 must be utilised in completing the Mid year assessment.

3. For all school based education Therapists, Councellors and Psychologists, the supevisor will complete and sign with a school based Chief Education Therapists, Counsellors Psychologist who is responsible for overseeing, guiding and appraising the Therapists,Counsellors Psychologist on his/her job performance. In the absence of a school based Chief Education Therapist, Counsellors or Psychologist this appraisal process may be fulfilled by the Principal in conjuction with the Therapist, counsellors or psychologist of the next level from the District or Provincial Office and Annexure A1 must also be utilised when completing the appraisal process.

4. The Chief Therapists, Counsellors or Psychologists are to complete Annuxure A4 with their Principal as the supervisor in conjuction with a Therapists, Counsellors or psychologists of the next level from the District or Provincial Office in order to finalise their Mid year assessment.

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5. It is necessary to complete the Mid-year Appraisal instruments in order to assess whether school-based employees' performance have complied with the required performance standards.

6. Supervisors must ensure that the identification of development needs finds expression in the appraisal reports self-appraisal, lesson observation, Mid-Year appraisal, and be summarised in the overall comments of the appraisal instruments. The identified needs should be recorded in the post appraisal minutes and the Annexure E1. Annexure E1 should only record Type 3 development needs (type 3 development needs refer to long-term development interventions focused on growth and professional advancement mostly conducted by Teacher Development)

7. Subsequent to the completion of the Mid-year appraisal instruments, the original Mid-year appraisals must be kept by the Principal in a file at the school. The summary of the developmental needs of all educators at school as indicated in paragraph 6 above must be uploaded on the QMS shared drive link provided to each District QMS coordinator.

8. It is imperative that the Mid-year appraisals instruments are completed and uploaded from 12 to 30 June 2026 on the QMS links provided.

8. Kindly ensure that the contents of this circular are brought to the attention of all District Directors, Circuit Managers and all school-based educators, Therapists, Psychologists, and Counsellors.

MR GN NGCOBO
HEAD OF DEPARTMENT: KZN EDUCATION

DATE: 26/6/20