



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

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HIGHVELD RIDGE EAST CIRCUIT

Litiko leTemfundvo Umnyango weFundo Departement van Onderwys Umnyango wezeMfundo

INTERVIEW QUESTIONS MUZIMUHLE PRIMARY SCHOOL 01 JULY 2014

A brief tell us about yourself, qualifications, work experience and any important achievements in relation to the post you have applied for (no mark).

1. As manager in the making, what are some of the important Acts that you would refer to with regard to Education. Name/mention at least 5 of them.

Answers

- 1.1 National Education Policy Act (1999).
- 1.2 SASA (Act of 1996).
- 1.3 Employment of Educators Act (76 of 1998).
- 1.4 Labour Relations Act (LRA).
- 1.5 PAM Constitution.
- 1.6 Employment Equity Act.

2. What is policy (1)
How is it developed (2)
Mention at least (3) policies that can be developed at school level.

Answerers

- 2.1 Policy is a general plan of action which is designed to achieve a particular goal.
- 2.2 –call stake holders then table the information, discuss and agree (agreement becomes policy).
- 2.3 School policy / finance policy/safety policy/HIV & Aids policy/code of conduct for learners, etc.

3. Taking learner assessment and performance into account, why do you think item analysis is important and useful.

Answers

- 4.1 it gives a complete picture on the performance of learners.
- 3.2 it gives a specific areas of the subject that need urgent attention.
- 3.3 it helps the teacher to know exactly the problematic areas.
- 3.4 it informs the teacher on content areas that need intervention / strategy.
- 3.5 it focuses the teacher on revision / remedial work.

4. When compiling a school time – table, there are certain key factors you need to take into account. Could you list at least FIVE of these.

Answers 5.1 notional time.
4.2 workload of various educators.
4.3 Specialization of all educators.
4.4 the cycle followed by the school.
4.5 breaks.

5. In terms of SASA – 84/96 there are (2) important statutory meetings that should be held with the parent community of your school in a given academic year (i.e. over and above other parents meetings)

Answers 6.1 during which school terms should these meetings be held (2) .
6.2 mention at least three important items to be discussed and agreed upon at such meeting (3).

= budget.
= results of the learners.
= financial report.
= discuss the need of the school.

6. What is your understanding of the call from President Zuma popularly known as the triple Ts (TTT) in education, and how are you going to apply it in your school?

Answers 10.1 it means teachers should be on/in time to school **and** be prepared for their lessons.
6.2 teacher should teach.
6.3 Textbooks should be effectively utilized.

HOW

- 6.4 Principal and SMT should supervise the arrival and departure of teachers and learners.
6.5 Principal and SMT to **monitor** teachers' work and learners' work on regular basis.
6.6 Keep and monitor **period register**.
6.7 Keep and monitor utilization of textbooks.
6.8 Monitor quality learner assessments.
6.9 Analysis of learner results.

7. It's the end of the year. As a manager you allocated duties to all educators. One educator refuses to accept the workload given to him/her. How would you resolve this situation?

Answers 12.1 SMT consulted prior division of work.
7.2 checking interest and qualification of the teacher.
7.3 check distribution of work across all educators.
7.4 invite teacher for discussion.
7.5 keep to policy on this matter.

8. What is your understanding of the **8-week rule** versus **pillir** in terms of sick leave.

Answers 14.1 when staff members are absent for one day or two fill-in leave forms **without** medical doctors certificate.

14.2 when absent from work for 3 or more day leave forms are filled-in **with** doctors note.

14.3 if a member is absent from work before 8 weeks lapsed even if is one day a doctors note /certificate is required.

14.4 pillir has two **sections** e.g. **short** and **long**.

14.5 if sick leave days are **exhausted** then from 1-28 days (short period) from 29 -90 (long period).

9. The appropriate use of school **finances** is key to the smooth running of the school. To achieve the above, 3 concepts come to mind they are:

unauthorized expenditure, irregular expenditure and **fruitless or wasteful expenditure**.

Define the above concepts and state **how** should they be avoided.

15.1 Unauthorized exp = means overspending on a particular voted/agreed item on the budget.

15.2 Irregular exp. = means expenditure not complying with school policy or budget.

15.3 Wasteful/ fruitless exp = means expenditure made in **vain** and could have been avoided.

10 Educators are entitled to different types of leave. How many leave days are allocated to them under the following?

10.1 normal sick leave per cycle. A = (36 days)

10.2 family responsibility per annum. A = (5 days)

10.3 adoption leave. A = (45 days)

10.4 accouchement leave. A = (4 months)

10.5 religious activities A = (3days)

10.6 examination leave. A = (1 day before writing)

11. A generous donor has just donated R50-000-00 to your school which you have not budgeted for. How would you utilize this money?.

11.1 first inform the treasurer and bank the money.

11.2 inform the SGB and the Finance Committee.

11.3 look at the pressing needs of the school.

11.4 record the agreement on how to use the money.

11.5 spend the money as per agreement.

11.6 acknowledge the donation to the donor.

12 What is PAM?

Could you give a scheduled teaching time (expressed in percentage) for

12.1 level one educator.

12.2 level two educator (HOD).

12.3 level three educator (Deputy).

12.4 Principal.

- 13 Who is the National Minister of Education?
Who is the Member of the Executive Council in the Mpumalanga Province?
What do the following abbreviations stand for?

13.1 SASA

13.2 CAPS

10.3 EEA

14. Share your knowledge of the following TWO very important aspects in respect of SASA.

14.1 Suspension and Expulsion

A. Suspension:

give hearing in the presence of the parent/guardian.
if found guilty suspend for five week days only.
Notify parents in writing.

B. Expulsion:

Give fair hearing in the presence of all stakeholders concerned,
In serious cases the SGB recommends to the HOD via the correct line function for the
expulsion of the learner in question.
Learner continues to attend school until the answer is given by the HOD.
If still within school going age, the HOD will look for alternative placement for the learner.



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INTERVIEW QUESTIONS MBALENHLE PRIMARY SCHOOL 29 SEPTEMBER 2014

Brief tell us about yourself, qualifications, work experience and any important achievements in relation to the post you have applied for (no mark).

1. As a manager in the making
what is your understanding of delegation.
What are the advantages of delegation.
What steps are involved in delegation.

Answers

- 1.1 delegation is giving your subordinate work you are supposed to do.(1)
- 1.2 you get work done within a specified time.(1)
- 1.3 delegation develops the subordinate (s).
- 1.4 manager to point out clearly what needs to be done, explain the steps to be followed, give the time frame for completing the work.
- 1.5 the manager remains responsible (accountability cannot be delegated).(2)

2. Mention five (5) key preparations which are necessary for the start of the school academic year which should be compiled and provided to all members of your school prior to the beginning of the first term.

Answers

- 2.1 subject load / allocation.
- 2.2 duties and responsibilities to educators.
- 2.3 functional time – table.
- 2.4 class teachers.
- 2.5 registration and quarterly / annual plan.
- 2.6 assessment time – table.
- 2.7 work schedule.

3. What are the primary functions of a manager? List at least 5 of them.

Answers 3.1 planning.
3.2 co-ordination.
3.3 control.
3.4 evaluation.

4. When compiling a school time – table, there are certain key factors you need to take into account. Could you list at least FIVE of these?

Answers 5.1 notional time.
4.2 workload of various educators.
4.3 Specialization of all educators.
4.4 the cycle followed by the school.
4.5 breaks.

5. Managers educators are often faced with the dilemma of whether or not to search learners and their property. In terms of legal requirements and limits, when can **learners** and or their property be searched.

Answers 5.1 when there is **reasonable** suspicion / evidence of weapon / drugs.
5.2 girl learners to be searched by female educators.
5.3 boy learners to be searched by male educators.
5.4 in the event of dangerous weapon summon SAPS.
5.5 follow procedures with regard to confiscated material.

6. What do the following abbreviations stand for?

6.1 SASA
6.2 EMIS
6.3 SA-SAMS
6.4 CAPS
6.5 CPTD

6.1.1 South African Schools Act.
6.2.2 Educational Management Information System.
6.3.3 South African Schools Administration and Management System.
6.4.4 Curriculum Assessment Policy System.
6.5.5 Continuous Professional Teacher Development.

7. What is your understanding of the call from President Zuma popularly known as the triple Ts (TTT) in education, and how are you going to apply it in **your** school?

Answers 7.1 it means teachers should be on/in to school **and** be prepared for their lessons.
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- 7.4 Principal and SMT should supervise the arrival and departure of teachers and learners.
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- 7.6 Keep and monitor **period register**.
- 7.7 Keep and monitor utilization of textbooks.
- 7.8 Monitor quality learner assessments.
- 7.9 Analysis of learner results.

8. The SGB has certain roles it plays at school. How do these roles differ from those of the principal. Give a few examples of these responsibilities.

Answers 8.1 the principal is responsible for professional matters which the SGB handles governance.

8.2 governance – building.

finance.

policies etc.

8.3 SGB committees at school must be chaired by an SGB member.

9. It's the end of the year. As a manager you allocated duties to all educators. One educator refuses to accept the workload given to him/her. How would you resolve this situation?

Answers 9.1 SMT consulted prior division of work.

9.2 checking interest and qualification of the teacher.

9.3 check distribution of work across all educators.

9.4 invite teacher for discussion.

9.5 keep to policy on this matter.

10. Change is a process, not an event, change can only be successful if it satisfies certain conditions which **4 points / aspects** do you consider important when implementing change?

Answers 10.1 analysis / assessment of the parent situation (now).

10.2 what changes should we do (planning).

10.3 implementation (how will we move in the new direction).

10.4 evaluation (what progress are we making).

11. What is your understanding of the 8-week rule versus **pilir** in terms of sick leave.

Answers 11.1 when staff members are absent for one day or two fill-in leave forms **without** medical doctors certificate.

11.2 when absent from work for 3 or more day leave forms are filled-in **with** doctors note.

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unauthorized expenditure, irregular expenditure and fruitless or wasteful expenditure.
Define the above concepts and state **how** they should be avoided.

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How

Do not/ never overspend on a vote / agreed item always keep to policy and agreements made by SGB and FINCOM.



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INTERVIEW QUESTIONS MAPHALA GULUBE PRIMARY SCHOOL 13 JUNE 2014

A brief tell us about yourself, qualifications, work experience and any important achievements in relation to the post you have applied for (no mark).

1. As a manager in the making
what is your understanding of delegation.
What are the advantages of delegation.
What steps are involved in delegation.

Answers

- 1.1 delegation is giving your subordinate work you are supposed to do.(1)
- 1.2 you get work done within a specified time.(1)
- 1.3 delegation develops the subordinate (s).
- 1.4 manager to point out clearly what needs to be done, explain the steps to be followed, give the time frame for completing the work.
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2. Mention five (5) key preparations which are necessary for the start of the school academic year which should be compiled and provided to all members of your school prior to the beginning of the first term.

Answerers

- 2.1 subject load / allocation.
- 2.2 duties and responsibilities to educators.
- 2.3 functional time – table.
- 2.4 class teachers.
- 2.5 registration and quarterly / annual plan.
- 2.6 assessment time – table.
- 2.7 work schedule.

3. What are the primary functions of a manager? List at least 5 of them.

Answers 3.1 planning.
3.2 co-ordination.
3.3 control.
3.4 evaluation.
3.5 feedback.

4. Taking learners assessment and performance into account, why do you think item analysis is important and useful.

Answers 4.1 it gives a complete picture on the performance of learners.
4.2 it gives a specific areas of the subject that need urgent attention.
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5. When compiling a school time – table, there are certain key factors you need to take into account. Could you list at least FIVE of these.

Answers 5.1 notional time.
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5.5 breaks.

6. Interm of SASA – 84/96 there are (2) important statutory meetings that should be held with the parent community of your school in a given academic year (i.e. over and above other parents meetings)

Answers 6.1 during which school terms should these meetings be held (2) (1st & 4th quarters).
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9. Establishing discipline schools has become a serious challenge of late. How would you promote and maintain discipline in your school.

- Answers
- 9.1 make sure that key policies are in place and are known to all stakeholders.
 - 9.2 both codes of conduct (for learners and educators) are signed for and are in place.
 - 9.3 monitoring tools such as (attendance registers, time – book, movement & period registers are in place & enforced (controlled).
 - 9.4 notional time and breaks are observed.

10. What is your understanding of the call from President Zuma popularly known as the triple Ts (TTT) in education, and how are you going to apply it in **your** school?

- Answers
- 10.1 it means teachers should be on/in to school **and** be prepared for their lessons.
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11. The SGB has certain roles it plays at school. How do these roles differ from those of the principal. Give a few examples of these responsibilities.

- Answers
- 11.1 the principal is responsible for professional matters which the SGB handles governance.
 - 11.2 governance – building.
finance.
policies etc.
 - 11.3 SGB committees at school must be chaired by an SGB member.

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Answers 12.1 SMT consulted prior division of work.
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14.4 pillir has two **sections** e.g. **short** and **long**.
14.5 if sick leave days are **exhausted** then from 1-28 days (short period) from 29 -90 (long period).

15. List what you consider important when planning for an SMT / Staff meeting.

Answers 15.1 a staff meeting should be preceded by an SMT meeting.
15.2 prepare agenda / venue / time of meeting.
15.3 prepare material to be used.
15.4 secretary to inform staff **on** time.

16. The appropriate use of school **finances** is key to the smooth running of the school. To achieve the above, 3 concepts come to mind they are:

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How

Do not/ never overspend on a vote / agreed item always keep to policy and agreements made by SGB and FINCOM.

- 17 Let us assume that an HOD in your school has 10 periods per week out of 30 periods whilst the Deputy Principals has 6 periods, the Principal non and educators range between 27 – 29 periods. Some staff members start complaining. How would resolved the matter.

Answers

- 15.1 Balance the work loading using PAM and EEA.
- 15.2 post level 1 = between 85 – 90%.
- 15.3 post level 2 = 85%.
- 15.4 post level 3 = 60% maximum.
- 15.5 principal 1- 10% depending on the size of the school.

18. **Musa Cele**, a Grade 6 learner, is wearing an animal skin around his wrist. An educator in your department asks him to remove it as it is not part of the school uniform code. Musa refuses, saying that he is wearing it for cultural reasons. The teacher angrily uses a pair of scissors and cut it off. The angry parents report this to you as Deputy Principal. How would you handle this situation.

Answers

- 15.1 engage the teacher in question on the matter and record important information from him/her.
- 15.2 engage the learner and honestly try to listen and record important information.
- 15.3 submit information gathered to the Principal who in turn would give it to the SGB.
- 15.4 the matter is finally referred to SGB as it touches on school policy and the constitution of RSA.



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INTERVIEW QUESTIONS BUYANI PRIMARY SCHOOL 07 JUNE 2013

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what is your understanding of delegation.
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3.2 co-ordination.
3.3 control.
3.4 evaluation.
3.5 feedback.

4. What is policy?
How is it developed?
Mention at least two policies that can be developed at school level.

Answers 4.1 as an agreed guiding document. (1).
4.2 a policy developed and agreed upon to meet the needs of the school (1).
4.3 through consultation with all relevant stake holders (1).
4.4 school policy / safety policy / language policy / sports policy etc.

5. When compiling a school time – table, there are certain key factors you need to take into account.
Could you list at least FIVE of these.

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5.2 workload of various educators.
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9.3 monitoring tools such as (attendance registers, time – book, movement & period registers are in place & enforced (controlled).
9.4 notional time and breaks are observed.

10. How would you motivate your staff into accepting the idea of an evaluation system?

Answers 10.1 evaluation system is National Policy applicable to everybody.
10.2 everybody must be appraised.
10.3 performance is linked to outcomes.
10.4 good performance is rewarded.
10.5 poor performance points to need for development.

11. The SGB has certain roles it plays at school. How do these roles differ from those of the principal. Give a few examples of these responsibilities.

Answers 11.1 the principal is responsible for professional matters which the SGB handles governance.
11.2 governance – building.
finance.
policies etc.
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Answers 13.1 analysis / assessment of the parent situation (now).
13.2 what changes should we do (planning).
13.3 implementation (how will we move in the new direction).
13.4 evaluation (what progress are we making).

14. A generous donor has just donated R10-000.00 to your school which you have not budgeted for. How would you utilize this money.

Answers 14.1 first, hand over the cheque to the Principal for deposit.
14.2 convene a meeting of your department to inform them on the matter.
14.3 prioritize the needs in your department.
14.4 with permission from the Principal, go out for quotation (at least 2 per item).
14.5 discuss the issues with the Principal and place orders accordingly.
14.6 hand over delivery notes to the school for recording and safe keeping.
14.7 acknowledge the donation to the donor.

15. List what you consider important when planning for an SMT / Staff meeting.

Answers 15.1 a staff meeting should be preceded by an SMT meeting.
15.2 prepare agenda / venue / time of meeting.
15.3 prepare material to be used.
15.4 secretary to inform staff on time.

1. QUESTION FOR INTERVIEWS

1.1 Chief Ampie had achieved the good results in 2015, e.g 77,4%, if appointed how do you plan to maintain or improve the results?

PA = Extra classes, Close relations with all stakeholders, punctuality, thorough preparations, teacher development

1.2 The school based management requires a principal to work with educators, learners and parents, support the above mentioned statement by referring to the role given by South African Schools Act to the Principal in both governance and management of the school.

PA = The principal as an ex-officio is given the responsibility to govern the school, SGB should be capacitated, assist in the drafting of code of conduct for learners, capacity building of SGB, and manages the professional wing of the school

1.3 As the principal how do you communicate with your staff?

PA = Circulars, meetings, one on one session, emails

1.4 As human beings, educators have divergent views regarding specific issues, in some schools this results into cliques which may affect the smooth running of the school, as the principal how are you going to solve these kind of problems?

PA = the principal should be a unifier, be tolerant of any view, get the source of the conflict, discourages the formation of cliques, good listener, apply the conflict management skills, assist in solving the problem,

1.5 Mention five key preparations which are necessary for the start of the school academic year which should be compiled and provided by the educators prior to the beginning of the first term?

PA = subject load, duties and responsibility of educator, functional time table, class teachers for each class, annual teaching plan, assessment programs

1.6 What is IQMS & PMDS and explain the role of the principal in implementation thereof.

PA = PMDS, performance, management, development system, the role of PMDS is to develop the general workers and the administrative staff

IQMS = integrated quality management system, to develop teachers

The role of the principal thereof is to ensure that the systems are put into place and to facilitate all the processes and the submission of all documents required by the officials with regards to the above mentioned programs.

1.7 How will you ensure that there is total effective teaching and learning in the school?

PA = time management, learners know their responsibility, preparations by educators, general discipline of the school – from the principal – teachers & learners, the principal making rounds around the school

1.8 Taking learners assessment and performance into account, why do you think item analysis is important and useful?

PA = gives a complete picture on the performance of learners, gives specific area of the subject that needs special and urgent attention, helps the teacher to know exactly the problematic areas, informs the teacher on content area that need intervention and strategy, focus the teacher on the revision or remedial work,

1.9 As the principal, project management is one of the key areas of management, how would you ensure that every project you start is viable?

PA = proper planning, know the vision and the mission of the school, have financial skills, evaluate and monitor the progress after implementation, communicate with all the stakeholders.

1.10 How will you ensure cooperation and team spirit amongst the staff?

PA = personal relationship, be friendly to staff, motivate them to the right direction, support every member, lead by example, show work commitment, encourages transparency, show the professional conduct.

1.11 The principal is collectively responsible and individually accountable for the professional running of the school. Explain and differentiate the two.

PA = The principal should work with the rest of the staff, he/she is individually accountable to the circuit manager, delegate responsibility but not accountability,

1.12 Explain in details, what are the core duties of a manager?

PA = planning, leading, organizing, controlling, feedback