

POLICY: ADMIN PERIODS FOR EDUCATORS
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AIM:

The aim of this policy is:

- the effective use of administrative periods by educators.

Lesson free periods for job level 1 educators

- Job level 1 educators can use these periods for marking, designing tasks within the context of their learning area, preparation or any administrative tasks that have to be completed or the completion of tasks as delegated by the senior educator or the school manager.
- Job level 1 educators who have a lesson free period can be approached by the principal to supervise in classes where the educator is absent.

Lesson free periods for heads of learning areas

- complete administrative tasks regarding his or her learning area
- support visits to subject team members
- monitoring and moderation in learning area context

Lesson free periods for senior educators

- Senior educators should use these periods for monitoring and support.
- Completion of administrative tasks.
- Management of his or her portfolio
- Senior staff members may not use these periods for preparation of their own work or for marking of the work of their own classes.
- All senior educators should execute their activities during these periods in their offices or in the staff room.
- If necessary senior educators who have free periods should supervise in classes during the absence of their educators at the request of the principal.

This policy has been adopted:

Date

Place

EDUCATORS: _____

PRINCIPAL: _____

CHAIRPERSON (SGB): _____

