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| GDE Logo 2011-01-09  **HOD’s MONITORING TOOL**  **School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District: Johannesburg Central D14**  **Name of HOD** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **MASTER FILE / WORKING CURRICULUM MANAGEMENT GRADE 1 – 12** | | | | |
| **Performance Indicators** | **RED** | **AMBER** | **GREEN** | **Comments/Answer must be fully substantiated** |
| **SECTION A: MASTER FILE** | | | |  |
| 1. Does the Master file has the following? |  |  |  |  |
| 1.1 School Year Plan |  |  |  |  |
| 1.2 Educator Profile |  |  |  |  |
| 1.3 Educator Workloads  1.3.1 Composite Time Table  1.3.2 Notional Time |  |  |  |  |
| * 1. School Assessment Plan |  |  |  |  |
| * 1. Subject Assessment Plan |  |  |  |  |
| * 1. Subject Policies |  |  |  |  |
| * 1. NCS Document      1. CAPS( Section 4 subject policy documents)      2. NPA      3. NPPPPR      4. Assessment Guidelines      5. Exam Instructions |  |  |  |  |
| 1.7 Predictability Frame work policy document |  |  |  |  |
| 1.8 APIP |  |  |  |  |
| 1.9 Subject Improvement Plan |  |  |  |  |
| 1.10 LTSM Policy |  |  |  |  |
| 1.11 Inventory List |  |  |  |  |
| 1.12 Departmental Circulars |  |  |  |  |
| 1.13 District Reports |  |  |  |  |
| **SECTION B : CURRICULUM MANAGEMENT** | | | | |
| 1. Does the HOD has the the following in his/her curriculum management file? |  |  |  |  |
| * 1. Curriculum Management Plan |  |  |  |  |
| * 1. Departmental Minutes |  |  |  |  |
| * 1. Educators Reports      1. Curriculum Coverage      2. SBA Completion      3. Learner performance      4. Progress learners |  |  |  |  |
| * 1. Target Setting   2.4.1 Subject Performance |  |  |  |  |
| * 1. Educators Class Visit report |  |  |  |  |
| * 1. Subject Improvement Plan |  |  |  |  |
| * 1. Curriculum Management Tools      1. Curriculum Coverage      2. SBA Completion      3. Pre-post Moderation      4. Catch-up Programme      5. Classroom visits      6. Lesson Plans      7. Diagnostically & statistical analysis tool      8. Subject policy guideline tool      9. Subject improvement plan      10. APIP      11. Progress learner tool      12. Assessment plan      13. Learner book Control      14. Question / Item analysis      15. Subject File control tool |  |  |  |  |

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| **General Comments by DO Delegates: -** |
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**School Stamp**

**Signature of the HOD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of District Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**