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## DEPARTMENT OF EDUCATION

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**TO: ACTING CHIEF DIRECTOR: DISTRICT OPERATIONS  
DIRECTORS: HEAD AND DISTRICT OFFICES  
CHIEF EDUCATION SPECIALISTS: HEAD AND DISTRICT OFFICES  
CIRCUIT MANAGERS  
SUBJECT ADVISORS  
ALL SCHOOL PRINCIPALS  
ALL TEACHERS  
TEACHER UNIONS  
SGB ASSOCIATIONS**

**CIRCULAR: 22/2025**

**SUBJECT: NOMINATION OF A TEACHER DEVELOPMENT GUARDIAN AT EACH SCHOOL**

The Northern Cape Department of Education is committed to strengthening teacher development and support across all schools. In response to recent audit findings that revealed several challenges in the planning, implementation and monitoring of teacher development interventions, we are launching a strengthened Teacher Development Guardian initiative.

Each of the 554 schools in the province is requested to nominate a Teacher Development Guardian - a colleague who can help ensure that information and opportunities reach teachers timeously and directly.

### **Why This Matters**

The 2024/25 Communication of Audit Findings (COMAF) highlighted gaps including:

- Poor identification and documentation of teacher development needs.
- Low participation in Professional Learning Communities (PLCs), especially amongst Mathematics teachers.
- Inadequate planning and implementation of training interventions (especially Type 1 and 2 needs).
- Poor reporting on training interventions and support initiatives.
- Lack of remedial action when training interventions are not implemented.

**NOMINATION OF A TEACHER DEVELOPMENT GUARDIAN AT EACH SCHOOL**

## Who is the Teacher Development Guardian?

The Principal will facilitate/initiate the discussion in the SMT Meeting and refer it to the school staff meeting for final discussion and approval. The teacher development guardian could be an SMT member or Senior/Master Teacher.

This teacher will serve as a **point of contact** between the school, the district and the Teacher Development Directorate at Head Office. This role is not an additional workload or formal post, but rather a **voluntary commitment** to help improve the flow of important developmental opportunities and resources for teachers. The primary goal is to strengthen the SMT and improve the quality of teacher training support.

While good teachers participate in professional development, great teachers put their learning into practice. It is essential for teachers to take charge of their own professional growth.

The ideal guardian is:

- Passionate about empowering teachers
- Reliable and good at sharing information
- Interested in being part of building a culture of professional growth

## What Will the Guardian Help With?

The Teacher Development Guardian will help ensure that teachers are kept informed about key activities such as:

- **Professional Learning Communities:** The Guardian will help strengthen participation in PLCs, which are recognised nationally as a core mechanism to improve teacher practice and learner outcomes.
  - The 2024/2025 COMAF audit revealed that many schools in the province had either non-functional or unmonitored PLCs, particularly in Mathematics.
  - Guardians can support by encouraging regular PLC meetings and help ensure developmental needs from QMS and SIP processes are shared and addressed collectively.
- **Funza Lushaka Bursary Applications (applicable to high schools):** Reminding learners about application periods and supporting the school's role in this process.
- **Performance Management Support:** Reminding teachers to identify their development needs for the Principal to submit them timeously to the District Office.
- **Teacher Wellness and Recognition Initiatives:** Sharing any wellness initiatives and supporting participation in events like the National Teaching Awards (NTA) and World Teachers' Day.
- **Subject specific training opportunities:** Communicating invitations to workshops or courses.
- **Online Learning and CPTD:** Encouraging colleagues to access platforms and update/upload CPTD points especially Type 1 and 2 activities. Advocating the Online Teacher Development Platform (OTDP). Ensuring that reporting on teacher training support occurs quarterly at the school level and is reported to the district office.
- **Support New Teacher Induction Programme at his/her school (NTIP):** ensure a mentor is assigned to a new teacher (first time appointment) at school.

The Guardian will not be expected to facilitate training or report on anyone. Their role is purely about sharing and supporting access to development.

### **Access and Support**

- If the identified teacher does not currently have Human Resources Management System (HRMS) access, the Department will arrange it.
- Guardians will receive information via email and WhatsApp and are welcome to contact the Teacher Development Directorate at any time.

Teachers identified as their school's **Teacher Development Guardian** are invited to complete the Google Form linked below. We ask that principals kindly encourage participation and assist where needed.

<https://bit.ly/TDGuardian2025>

Required information:

- Full Name
- School Name
- ID Number
- Cell Number
- Email Address

We sincerely believe that with this new network of Teacher Development Guardians, no teacher in our province should be left behind when it comes to growth, development and recognition.

Thank you for your continued commitment to making the Northern Cape a modern, growing and successful education province, where teachers are supported and empowered every step of the way.

Yours sincerely



**DR MI ISHMAIL**  
**ACTING HEAD OF DEPARTMENT**

DATE: 29.07.2025