



Western Cape
Government

Education

FOR YOU

Services Access Booklet
Cape Winelands

Table of content

	Description	Page No
A	Office of the District Director	4
A1	Corporate Service	4
A2	Curriculum Support	5
A3	Learner Support	5
A4	District Circuits	6
B1	Management and Governance	9

Preface

This booklet is a desk reference for managers to identify the core service areas of the Western Cape Education Department's district offices and to access the required services easily.

The booklet is a simple guide which identifies the main service areas of the Western Cape Education Department's district offices, with names and contact details, while giving details relating to the mechanisms for accessing these services.

This booklet is a living document, which means that the information it contains will be amended regularly and updated as circumstances dictate. For this reason, main service area managers are responsible for updating the details of their specific service areas.

This document will be made available on the Western Cape Government's website and the latest version of the booklet can be found there.

A Office of the District Director	
Purpose	To manage the quality of education and education institutions within the district.
Function 1	Develop and support education institutions in order to ensure quality education delivery within a circuit.
Function 2	Manage district business planning, strategy processes, information systems, communication, infrastructure planning -, management and governance.
Function 3	Manage, coordinate and support curriculum delivery at institutional level through the circuits.
Function 4	Render learner support to institutions through the circuits, which includes specialised education programmes and learner health and well – being.
Function 5	Render a district level corporate service.
Function 6	Provide executive and administrative support to the HoD
Rank	District Director
Name & Surname	Jeannette Harker (Acting)
E-mail address	Jeanette.Harker@westerncape.gov.za
Tel. Number	023 348 4601
Location	Durban street, Worcester, 6849
Rank	Personal Assistant
Name & Surname	Linda Ntlombeni
E-mail address	Linda.Ntlombeni@westerncape.gov.za
Tel. Number	023 348 4601
Location	Durban street, Worcester, 6849
A1 Corporate Services	
Purpose	To render a district level corporate service.
Function 1	Responsible for sound financial and Supply Chain Mangement Services .
Function 2	Responsible for financial compliance of Public Ordinary and Public Special Schools and hostels .
Function 3	Provide a logistical support service.
Rank	Head: Corporate Services
Name & Surname	Denise Wesso
E-mail address	Denise.Wesso@westerncape.gov.za
Tel. Number	023 348 4653
A2 Curriculum Support	
Purpose	To manage, coordinate and support effective curriculum delivery at Public Ordinary and Public Special Schools
Function 1	Manage the Implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools (offering the NCS) for Gr R to Gr 12.

Function 2	Manage the school-based assessments, internal- and external examinations (National Senior Certificate (NSC))and National Assessments at District Level
Function 3	Manage and coordinate the implementation of eLearning at Public Ordinary and Special Schools.
Function 4	Manage the establishment, development, administration and effective use of various school library models (including mobile libraries)
Rank	Head: Curriculum Support
Name & Surname	Yvette Ehrenreich
E-mail address	Yvette.Ehrenreich@westerncape.gov.za
Tel. Number	023 348 4608
Location	Durban Street, Worcester, 6849
Rank	Administrative Officer
Name & Surname	Cindy Titus (Acting)
E-mail address	Cindy Titus (Acting)
Tel. Number	023 348 4610
Location	Durban Street, Worcester, 6849
A3	Learner Support (Inclusive And Specialised Learner And Educator Support) (ISLES)
Purpose	To ensure that inclusive and specialised education support is rendered to Public Ordinary and Public Special Schools and learners throughout the Education District.
Function 1	Manage the implementation of programmes for early identification and interventions relating to barriers to learning and special needs.
Function 2	Manage the strengthening of District- and School-based Specialised Support.
Function 3	Develop and maintain inter- and intra-sectoral networks, collaborations and stakeholder engagements at District level to enhance specialised support.
Function 4	Implementation and further expansion of inclusive education.
Function 5	Implementation of ISLES training and capacity building initiatives for District and Institution-based staff.
Rank	Acting Head: Special Needs Education Advice and Coordination
Name & Surname	Sura Swart
E-mail address	Sura.Swart@westerncape.gov.za
Tel. Number	023 348 4658
Location	Durban Street, Worcester, 6849
Rank	Administrative Clerk
Name & Surname	Charlene De Lange
E-mail address	Charlene.DeLange@westerncape.gov.za
Tel. Number	023 348 4603
Location	Durban Street, Worcester, 6849

A4 District Circuits	
Circuit 1	
Purpose	To develop and support education institutions in order to ensure quality education delivery within a circuit
Function 1	Ensure that Public Ordinary and Public Special Schools within the Circuit are effective and efficiently managed and governed
Function 2	Promote leadership and manage principals and support the management of staff (employees) in Public Ordinary Schools and Public Special Schools
Function 3	Ensure the implementation of the curriculum at Public Ordinary and Public Special Schools within the Circuit which entails the following:
Function 4	Ensure Learner support (SLES) services to Public Ordinary and Public Special Schools
Rank	Circuit Manager
Name & Surname	Nico Solomon
E-mail address	Nico.Solomon@westerncape.gov.za
Tel. Number	023 348 4679
Location	Durban Street, Worcester, 6849
Rank	Administrative Clerk
Name & Surname	Cindy Williams
E-mail address	Cindy.Williams@westerncape.gov.za
Tel. Number	023 348 4680
Location	Durban Street, Worcester, 6849
Circuit 2	
Rank	Circuit Manager
Name & Surname	Linley Truter
E-mail address	Linley.Truter@westerncape.gov.za
Tel. Number	023 348 4678
Location	Durban Street, Worcester, 6849
Rank	Administrative Clerk
Name & Surname	Wafeeqah Ismail
E-mail address	Wafeeqah.Ismail@westerncape.gov.za
Tel. Number	023 3484679
Location	Durban Street, Worcester, 6849
Circuit 3	
Rank	Circuit Manager
Name & Surname	James Genis (Acting)
E-mail address	James.Genis@westerncape.gov.za
Tel. Number	023 348 4575
Location	Durban Street, Worcester, 6849

Rank	Administrative Clerk
Name & Surname	Inge Kruger
E-mail address	Inge.Kruger@westerncape.gov.za
Tel. Number	023 348 0629
Location	Durban Street, Worcester, 6849
Circuit 4	
Rank	Circuit Manager
Name & Surname	Jacobus Bam (Acting)
E-mail address	Jacobus.Bam@westerncape.gov.za
Tel. Number	023 348 4676
Location	Durban Street, Worcester, 6849
Rank	Administrative Clerk
Name & Surname	Mandy Lewin
E-mail address	Mandy.Lewin@westerncape.gov.za
Tel. Number	023 348 4677
Location	Durban Street, Worcester, 6849
Circuit 5	
Rank	Circuit Manager
Name & Surname	Hendrik Ockhuis
E-mail address	Hendrik.Ockhuis@westerncape.gov.za
Tel. Number	023 316 1410
Location	Durban Street, Worcester, 6849
Rank	Administrative Clerk
Name & Surname	Mamasole Gaba
E-mail address	Mamasole.Gaba@westerncape.gov.za
Tel. Number	023 316 2911
Location	Durban Street, Worcester, 6849
Circuit 6	
Rank	Circuit Manager
Name & Surname	Elbertha Willemse (Acting)
E-mail address	Elbertha.Willemse@westerncape.gov.za
Tel. Number	021 860 1204
Location	Durban Street, Worcester, 6849
Rank	Administrative Clerk
Name & Surname	Simone Kleynhans
E-mail address	Simone.Kleynhans@westerncape.gov.za
Tel. Number	021 860 1295
Location	Durban Street, Worcester, 6849

Circuit 7	
Rank	Circuit Manager
Name & Surname	Joseph Matsau (Acting)
E-mail address	Joseph.Matsau@westerncape.gov.za
Tel. Number	021 860 1204
Location	Durban Street, Worcester, 6849
Rank	Administrative Clerk
Name & Surname	Simone Kleynhans
E-mail address	Simone.Kleynhans@westerncape.gov.za
Tel. Number	021 860 1295
Location	Durban Street, Worcester, 6849
Circuit 8	
Rank	Circuit Manager
Name & Surname	Joseph Matsau
E-mail address	Joseph.Matsau@westerncape.gov.za
Tel. Number	021 860 1547
Location	Durban Street, Worcester, 6849
Rank	Administrative Clerk
Name & Surname	Adriaan Williams
E-mail address	Adriaan.Williams@westerncape.gov.za
Tel. Number	021 860 1292
Location	Durban Street, Worcester, 6849
Circuit 9	
Rank	Circuit Manager
Name & Surname	Johann Burger
E-mail address	Johann.Burger@westerncape.gov.za
Tel. Number	021 860 1550
Location	Durban Street, Worcester, 6849
Rank	Administrative Clerk
Name & Surname	Tasneem Douman
E-mail address	Tasneem.Douman@westerncape.gov.za
Tel. Number	021 860 1595
Location	Durban Street, Worcester, 6849

Circuit 10	
Rank	Circuit Manager
Name & Surname	Darryl Mathys
E-mail address	Darryl.Matthys@westerncape.gov.za
Tel. Number	021 8870 222
Location	Durban Street, Worcester, 6849
Rank	Administrative Officer
Name & Surname	Lucille Dwyer
E-mail address	Lucille.Dwyer@westerncape.gov.za
Tel. Number	021 883 8946
Location	Durban Street, Worcester, 6849
Circuit 11	
Rank	Circuit Manager
Name & Surname	Willy Maliwa
E-mail address	Willy.Maliwa@westerncape.gov.za
Tel. Number	021 887 0222
Location	Durban Street, Worcester, 6849
Rank	Administrative Officer
Name & Surname	Asia Pool
E-mail address	Asia.Pool@westerncape.gov.za
Tel. Number	021 887 0222
Location	Durban Street, Worcester, 6849
B1	Management and Governance
Purpose	To manage the district business planning-, information management, school management and governance support and people management within the Education District.
Function 1	Ensure the implementation and dissemination of information, facilitate ICT services and prepare, implement and monitor the district business planning processes.
Function 2	Provide developmental support to Public Ordinary-, Public Special Schools and hostels to ensure effective and efficient school management and governance within the District.
Function 3	Render a people management service for education district
Rank	Head: Management and Governance
Name & Surname	Naziem Dalvey
E-mail address	Naziem.Dalvey@westerncape.gov.za
Tel. Number	023 348 4681
Location	Durban Street, Worcester, 6849