



Western Cape
Government

Education

FOR YOU

Services Access Booklet
Metro North District Office

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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 ensure the quality of education in Public Ordinary and Public Special Schools within the Education District.
Function 1	Manage Public Ordinary and Public Special Schools within a circuit to be effective and efficient in order to deliver quality education.
Function 2	Manage the district business planning, information management, school management and governance support, and people management within the district.
Function 3	Manage, coordinate and support curriculum delivery at Public Ordinary and Public Special Schools.
Function 4	Render learner support to Public Ordinary and Public Special Schools.
Function 5	Render a district level corporate service.
Rank	District Director
Name & Surname	Wendy D. Horn (Ms)
Tel. Number	021 938-3133
Location	Room A14, 9 Timmerman Street, PAROW, 7500
Rank	Personal Assistant
Name & Surname	Mildred Afrika (Ms)
E-mail address	Mildred.Afrika@westerncape.gov.za
Tel. Number	021 938-3133
Location	Room A14, 9 Timmerman Street, PAROW, 7500
A1 Corporate Services	
Purpose	To render a district level corporate service.
Function 1	Promote sound financial and supply chain management (SCM) services.
Function 2	Monitor financial compliance of Public Ordinary and Public Special Schools and Hostels, and conduct pre-forensic investigations within the Education District.
Function 3	Provide a logistical support service.
Rank	Deputy Director: Corporate Services
Name & Surname	Elian Lindoor (Mr) – Acting
E-mail address	Elian.Lindoor@westerncape.gov.za
Tel. Number	021 938-3164
Location	Room B5, 9 Timmerman Street, PAROW, 7500
A2 Curriculum Support	
Purpose	Manage, coordinate and support curriculum delivery at Public Ordinary and Public Special Schools.
Function 1	Advise schools on national and provincial policies, and assist schools to implement them appropriately.
Function 2	Promote the effective training and development of teachers.
Function 3	Monitor, evaluate and support curriculum implementation.

Function 4	Provide school-based assessments, internal and external examinations (NSC) and national and provincial assessments at district level.
Function 5	Facilitate and support the implementation of Information and Communication Technology (ICT) at Public Schools (including communication, e-Education and e-Administration)
Function 6	Promote the establishment, development, administration and effective use of various school library models (including mobile libraries).
Rank	Head: Curriculum Support
Name & Surname	Dr Ludwig Punt (Mr)
E-mail address	Ludwig.Punt@westerncape.gov.za
Tel. Number	021 938-3011
Location	Room A20, 11 Timmerman Street, PAROW, 7500
Rank	Administrative Clerk
Name & Surname	Patrick Cupido (Mr)
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Tel. Number	021 938-3138
Location	Room D11, 11 Timmerman Street, PAROW, 7500
A3	Learner Support (Inclusive And Specialised Learner And Educator Support) (ISLES)
Purpose	Render learner support to Public Ordinary and Public Special Schools.
Function 1	Facilitate and coordinate specialised education programmes including psychological, social work, career guidance, remedial and therapeutic services for all learners.
Function 2	Advance learner health and well-being.
Rank	Head: Learner Support (ISLES)
Name & Surname	Carola Sonn (Mrs)
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Rank	Administrative Clerk
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Location	Room C10, 9 Timmerman Street, PAROW, 7500

A4 District Circuits	
Circuit 1	
Purpose	Manage Public Ordinary and Public Special Schools within a circuit to be effective and efficient in order to deliver quality education.
Function 1	Support, advise and build the capacity of SGBs, Principals and Teachers in the circuit with regard to: a.) the delivery of school management and governance; b.) the delivery of curriculum; and c.) the delivery of specialised education programmes and learner health and well-being.
Function 2	Coordinate, facilitate and manage the opening and closing of public schools within the circuit.
Function 3	Coordinate, facilitate and manage learner admissions within the circuit.
Function 4	Monitor and report on the performance of public schools within the circuit.
Rank	Circuit Manager
Name & Surname	Shireen Gallie (Ms)
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Tel. Number	021 938-3009
Location	Room C5, 11 Timmerman Street, PAROW, 7500
Rank	Administrative Clerk
Name & Surname	Lindsay de Kock (Ms)
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Location	Room A25, 11 Timmerman Street, PAROW, 7500
Circuit 2	
Rank	Circuit Manager
Name & Surname	Ishara Hansraj (Mrs)
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Location	Room A29, 9 Timmerman Street, PAROW, 7500
Rank	Administrative Clerk
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Circuit 3	
Rank	Circuit Manager
Name & Surname	Ralph M. Mahona (Mr)
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Rank	Administrative Clerk
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Location	Room A25, 11 Timmerman Street, PAROW, 7500
Circuit 4	
Rank	Circuit Manager
Name & Surname	Athini Tyandela (Mrs)
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Location	Room A25, 11 Timmerman Street, PAROW, 7500
Circuit 5	
Rank	Circuit Manager
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Tel. Number	021 938-3078
Location	Room A32, 11 Timmerman Street, PAROW, 7500
Rank	Administrative Clerk
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Circuit 6	
Rank	Circuit Manager
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Location	Room A31, 11 Timmerman Street, PAROW, 7500
Rank	Administrative Clerk
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Location	Room A26, 11 Timmerman Street, PAROW, 7500

Circuit 7	
Rank	Circuit Manager
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Rank	Administrative Clerk
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Location	Room A26, 11 Timmerman Street, PAROW, 7500
Circuit 8	
Rank	Circuit Manager
Name & Surname	Wayne Hendricks (Mr)
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Tel. Number	021 938-3010
Location	Room A34, 11 Timmerman Street, PAROW, 7500
Rank	Administrative Clerk
Name & Surname	Anoesjka Julius (Mrs)
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Location	Room A26, 11 Timmerman Street, PAROW, 7500
Circuit 9	
Rank	Circuit Manager
Name & Surname	Clinton Spencer (Mr)
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Tel. Number	021 938-3007
Location	Room A30, 11 Timmerman Street, PAROW, 7500
Rank	Administrative Clerk
Name & Surname	Sean D. Kelepu (Mr)
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Location	Room A26, 11 Timmerman Street, PAROW, 7500

Circuit 10	
Rank	Circuit Manager
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Location	Room A35, 11 Timmerman Street, PAROW, 7500
Rank	Administrative Clerk
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Location	Room A26, 11 Timmerman Street, PAROW, 7500

B1	Management and Governance	
Purpose	Manage the district business planning, information management, school management and governance support, and people management within the district.	
Function 1	Ensure the implementation and dissemination of information, facilitate ICT services and prepare, implement and monitor the district business planning processes and intergovernmental relations.	
Function 2	Provide developmental support to Public Ordinary Schools, Public Special Schools and Hostels to ensure effective and efficient school management and governance.	
Function 3	Render a people management service for the district	
Rank	Head: Management and Governance	
Name & Surname	Leon D. Rutgers (Mr)	
E-mail address	Leon.Rutgers@westerncape.gov.za	
Tel. Number	021 938-3004	
Location	AZ Berman Drive, Lenteguur, Mitchell's Plain	
Rank	Administrative Clerk	
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