The Role of the DEPUTY PRINCIPAL

The core duties of a Deputy Principal will be to assist the Principal in managing the school and promoting the education of learners to agreed standards set by the school. Undertaking other delegated responsibilities as and when needed.

The Responsibilities of the DEPUTY PRINCIPAL

The DEPUTY PRINCIPAL has these major functions:

- To deputise or stand in for the Principal in his / her absence;
- Provides professional leadership and supports the Principal in operational and academic matters and has a comprehensive understanding of the curriculum;
- Teaching in his / her area of specialisation;
- To promoting the use of ICT in teaching and learning;
- Perform human resource support functions that includes conducting performance appraisals;
- Manage quality in terms of the teaching and learning environment;
- Manage and conduct learner assessments;
- Develop and empower teachers and support staff;
- Manage the school as an organisation;
- Build and maintain community relationships;
- Manage and advocate of Extra-Mural Activities in the school.
The Duties of the DEPUTY PRINCIPAL

1. General Management Responsibilities:
   a. Provide strategic leadership when standing in for the absence of the principal;
   b. Manage the school’s environment to ensure it is safe and secure for all;
   c. Ensure that academic and financial records are accurately kept;
   d. Solve problems in a creative way to improve circumstances, situation or processes within the parameters of the school governance structures;
   e. Ensuring that a School Log Book or Incident Book is maintained containing a record of all-important events connected with the school;
   f. Assist in the management of all external projects, visits and school trips;
   g. Liaise with learners, staff, parents and the school governing body.

2. Quality Management Responsibilities:
   a. Manage the quality assurance process of the learning environment:
      i. Review Learning and Teaching Support Materials (LTSMs) and ensure that they are being used effectively;
      ii. Ensure that all learners have the required learning resources including textbooks and stationery;
      iii. Ensure that teachers are in possession of the requisite reference materials.
   b. Support the Principal to ensure that:
      i. The school operates within a disciplined learning environment;
      ii. All staff and learners are present and punctual;
      iii. Discipline is maintained;
      iv. The department policies and procedures are followed regarding provincial / national examinations and assessments / examinations (for example: Grade 12 examinations, ANA, SBA etc);
      v. Marking and moderation of assessments are completed within the required timeframes;
vi. Learner assessment outcomes, plans and intervention activities are consolidated

3. HR Responsibilities:
   a. Learners:
      i. Facilitate learner guidance, discipline, compulsory attendance and general welfare;
      ii. Ensure that vulnerable learners have access to appropriate support;
      iii. Involve parents and other community members to support learners.
   b. Assist the Principal in managing the appraisal process:
      i. Conduct a skills audit on teaching and support staff;
      ii. Identify, advocate and promote training on staff appraisals;
      iii. Establish staff development structures;
      iv. Conduct lesson observations and provide teaching staff with constructive feedback;
      v. Consolidating teacher appraisal reports;
      vi. Organise staff development and intervention programmes.
   c. Develop and empower self and others:
      i. Assist the Principal with orientation and induction of new and inexperienced teachers;
      ii. Mentor, coach and provide general support for novice and under-performing teachers;
      iii. Establish retrieval and storage systems so that all staff members have access to Department Circulars, notifications and other information that affects them.
   d. Facilitate programmes focussing on staff well-being:
      i. Provide assistance to all staff that may experience personal challenges (Example: illness, mental and emotional illness, stress, family distress, financial, alcoholism, drug dependency, legal etc);
      ii. Assist employees to improve their efficiency and quality of life;
      iii. Identify and refer employees experiencing personal problems or poor work performance to specialists.
      iv. Refer employees to appropriate counselling, when necessary;
v. Refer staff to Life Management service offered by the Department of Education when required;
vi. Providing staff and learners with a healthy, safe and satisfying environment.

e. Human resources:
i. Assist with advertising and filling of teaching and operational posts;
ii. Assist staff members with solving of queries involving their terms and conditions of employment;
iii. Promote a positive labour environment at the school;
iv. Inform teaching and support staff about legislation and procedures relating to their conduct and actions;
v. Ensure that the correct procedures are carried out in terms of disciplinary action;
vi. Deal with grievances of teaching and support staff in terms of the labour law.

4. Financial Responsibilities:
a. Co-ordinate the effective use and safekeeping of all moveable and immovable assets in the school;
b. Report on expenditure where necessary.

5. Marketing Responsibilities:
a. Maintaining effective communication with staff, learners, and parents;
b. Liaise with the various Department of Education offices such as, but not limited to the District Office, Supplies Section and Finance Section;
c. Participate in community activities;
d. Liaise with relevant Government Departments, e.g. Departments of Health, Social Development, Safety and Security, Public Works, and sports, social, cultural and community organisations as required

6. IT Responsibilities:
a. Co-ordinate the use of ICT in supporting curriculum delivery;
b. Use IT technology for administrative requirements such as reporting of data and results.
7. Curriculum Management Responsibilities:
   a. Collect data which will improve teaching and learning activities;
   b. Report on teaching, support and other activities;
   c. Oversee coaching and mentoring of new and under-performing teachers;
   d. Ensure that workload is fairly distributed;
   e. Encourage and support learners to take part in extra-mural activities;
   f. Involve teachers in extra-mural activities;
   g. Involve the community with extra-mural activities, where possible.

8. Teaching
   c. Engage in classroom teaching as and when required;

Signed at __________________________ on this day __________ of ______________ 2019

Signed: _____________________________

Signed: _____________________________

PRINCIPAL

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This template has been provided to give an outline of what may be required by a Deputy or Vice Principal. If you choose to use this example, please modify or change it in accordance with your own requirements.