



1. JOB INFORMATION

JOB TITLE:	DEPUTY PRINCIPAL
COMPONENT/SCHOOL:	
POST/SALARY LEVEL:	POST LEVEL 3

2. JOB OVERVIEW

To assist the principal in managing the school and promoting the education of learners in a proper manner. To maintain a total awareness of the administrative procedures across the total range of school activities and functions.

3. FORMAL QUALIFICATIONS AND INHERENT REQUIREMENTS

Qualifications required	Essential	Recommended
A recognised three year (REQV 13) qualification which includes professional educator education	X	
A four year (REQV 14) qualification which includes professional educator education		X
A postgraduate qualification in education management and leadership		X
Registration as a professional educator with the South African Council for Educators/proof of application for registration	X	

4. JOB-RELATED WORK EXPERIENCE

Work experience required	Essential	Recommended
Five years' teaching experience	X	

5. DUTIES AND RESPONSIBILITIES

Key Result Area (KRA) 1

General/administrative duties

Duties include, but are not limited to:

- assisting the principal in his/her duties and deputising for the principal during his/her absence from the school; and
- assisting the principal with or, if instructed, being responsible for—
 - school administration e.g., duty roster, arrangements to cover absent staff, internal and external evaluation and assessment, school calendar, admission of new learners, class streaming, school functions; and/or
 - school finances and maintenance of services and buildings e.g., planning and control of expenditure, allocation of funds/resources, general cleanliness and state of repairs of the school and its furniture and equipment, supervising annual stocktaking.

KRA 2

Teaching

Duties include, but are not limited to:

- engaging in class teaching as per workload of the relevant post level and needs of the school; and
- assessing and recording the attainment of learners taught.

KRA 3

Extra- and co-curricular

Duties include, but are not limited to:

- being responsible for school curriculum and pedagogy e.g., choice of textbooks, coordinating the work of subject committees and groups, timetabling, in-service education and training and developmental programmes and arranging teaching practice;
- assisting the principal in overseeing learner counselling and guidance, careers, discipline, compulsory attendance and the general welfare of all learners;
- assisting the principal to play an active role in promoting extra- and co-curricular activities at the school and the participation in sports and cultural activities organised by community bodies; and
- participating in departmental and professional committees, seminars and courses in order to contribute to and/or upgrade their own professional views/standards.

KRA 4

Management of staff

Duties include, but are not limited to:

- guiding and supervising the work and performance of staff and, where necessary, discussing and writing or countersigning reports; and

- participating in agreed school/educator appraisal processes (Integrated Quality Management System) in order to regularly review their professional practices with the aim of improving teaching, learning and management.

KRA 5**Interaction with stakeholders**

Duties include, but are not limited to:

- supervising/advising the Representative Council of Learners.

KRA 6**Communication**

Duties include, but are not limited to:

- meeting with parents concerning learners' progress and conduct;
- liaising with the relevant government departments on behalf of the principal;
- maintaining contact with sporting, social, cultural and community organisations; and
- assisting the principal in liaising with all organisations, structures, committees, groups etc. crucial to the school.