



## 1. JOB INFORMATION

|                           |           |
|---------------------------|-----------|
| <b>JOB TITLE:</b>         | PRINCIPAL |
| <b>COMPONENT/SCHOOL:</b>  |           |
| <b>POST/SALARY LEVEL:</b> | P1–P5     |

## 2. JOB OVERVIEW

To ensure that the school is managed satisfactorily and in compliance with the applicable legislation, regulations and personnel administration measures as prescribed.

## 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 |
|----------------------------------|-----------|-------------|
| Seven years' teaching experience | X         |             |

## 5. DUTIES AND RESPONSIBILITIES

### **Key Result Area (KRA) 1**

#### **General/administrative duties**

Responsible for the professional management of a public school as contemplated in section 16(3) of the SASA and to carry out duties which include, but are not limited to:

- implementing all educational programmes and curriculum activities;
- managing all educators and support staff;
- managing the use of learning and teaching support material and other equipment;
- performing functions delegated to him/her by the Head of Department (HoD) in terms of the SASA;
- safekeeping of all school records;
- implementing policy and legislation (in terms of section 16A(2)(a)(i)–(vi) of the SASA);
- giving proper instructions and guidelines for timetabling, admission and placement of learners;
- keeping various school accounts and records properly and making the best use of funds for the benefit of the learners in consultation with the appropriate structures;
- ensuring a school journal containing a record of all important events connected with the school is kept;
- making regular inspections of the school to ensure that the school premises and equipment are being used properly and that good discipline is being maintained;
- being responsible for the hostel and all related activities including the staff and learners, if one is attached to the school;
- ensuring that departmental circulars and other information received which affect staff are brought to their attention as soon as possible and are stored in an accessible manner; and
- handling all correspondence received at the school.

### **KRA 2**

#### **Management of staff**

Duties include, but are not limited to:

- providing professional leadership within the school;
- guiding, supervising and offering professional advice on the work and performance of all staff at the school and, where necessary, discussing and writing or countersigning reports on teaching, support, non-teaching and other staff;
- ensuring that workloads are equitably distributed among the staff;
- being responsible for the development of staff training programmes, both school-based, school-focused and externally directed, and assisting educators,

particularly new and inexperienced educators, in developing and achieving educational objectives in accordance with the needs of the school;

- 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;
- ensuring that all evaluation/forms of assessment conducted in the school are properly and efficiently organised; and
- assisting the HoD in handling disciplinary matters pertaining to educators and support staff employed by the HoD (in terms of section 16A(2)(e) of the SASA).

### **KRA 3**

#### **Ensuring the academic performance of the school**

Duties include, but are not limited to the following:

- The preparation and submission of an annual report to the HoD in respect of—
  - the academic performance of the school in relation to minimum outcomes and standards and procedures for assessment as determined by the Minister of Basic Education in terms of section 6A of the SASA; and
  - the effective use of available resources.
- The principal of a public school identified by the HoD in terms of section 58B of the SASA must annually, at the beginning of the year, prepare a plan setting out how academic performance at the school will be improved. The academic performance improvement plan must be—
  - presented to the HoD on a date determined by him/her; and
  - tabled at a governing body meeting.
- The HoD may approve the academic performance improvement plan or return it to the principal with such recommendations as may be necessary in the circumstances.
- If the HoD approves the academic performance improvement plan, the principal must, by 30 June, report to the HoD and the governing body on progress made in implementing the plan. The HoD may extend the date on good cause shown.

### **KRA 4**

#### **Teaching**

Duties include, but are not limited to:

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

### **KRA 5**

#### **Interaction with stakeholders**

Duties include, but are not limited to the following:

- Serve on the governing body of the school and render all necessary assistance to the governing body in the performance of its functions in terms of the SASA.
- Represent the HoD on the governing body when acting in an official capacity (in terms of section 16A(1)(a) of the SASA).
- Attend and participate in all meetings of the governing body (in terms of section 16A(2)(b) of the SASA).
- Provide the governing body with a report on the professional management of the school (in terms of section 16A(2)(c) of the SASA).
- Assist the governing body in handling disciplinary matters pertaining to learners (in terms of section 16A(2)(d) of the SASA).
- Inform the governing body about policy and legislation (in terms of section 16A(2)(f) of the SASA).
- Assist the governing body in the performance of its functions and responsibilities, but such assistance or participation may not conflict with—
  - the instructions of the HoD;
  - legislation or policy;
  - an obligation that he/she has towards the HoD, the Provincial Minister or the Minister of Basic Education; and
  - the provisions of the EEA and PAM (determined in terms of the EEA).
- Participate in community activities in connection with educational matters and community building.

## **KRA 6**

### **Communication**

Duties include, but are not limited to:

- cooperating with members of the school's staff and the governing body in maintaining an efficient and smooth-running school;
- liaising with the circuit/regional office, supplies section, personnel section, finance section, etc. concerning administration, staffing, accounting, purchase of equipment, research and updating of statistics in respect of educators and learners;
- liaising with the relevant structures regarding school curricula and curriculum development;
- meeting with parents concerning learners' progress and conduct;
- cooperating with the governing body regarding all aspects, as specified in the SASA;
- liaising with other relevant government departments, e.g., Department of Health, Department of Transport and Public Works, etc., as required;
- cooperating with universities, colleges and other agencies in relation to learner records and performance as well as in-service education and training and management development programmes;
- participating in departmental and professional committees, seminars and courses in order to contribute to and/or update professional views/standards;

- maintaining contact with sporting, social, cultural and community organisations; and
- handling all correspondence received at the school.

**KRA 7****Financial management**

Duties include, but are not limited to:

- financial planning;
- budget management; and
- asset management.