

1. DEPUTY PRINCIPAL

Surname, Full Name	
PERSAL Number	
Job Title	Educator - public school
Rank	Deputy Principal
Post Level	3
Name of School	
Circuit	
District	
Reports to (<i>Name of Supervisor</i>)	
Rank of Supervisor	
Date Job Description discussed and finalised	

2. THE AIM OF THE JOB

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

3. CORE DUTIES AND RESPONSIBILITIES OF THE JOB

The duties and responsibilities of the job are individual and varied, depending on the approaches and needs of the particular school, and include, but are not limited to, the following:

3.1 General/administrative

- 3.1.1 To assist the principal in his/her duties and to deputise for the principal during his/her absence from school.
- 3.1.2 To assist the principal, or, if instructed to be responsible for:
 - 3.1.2.1 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
 - 3.1.2.2 School finance and maintenance of services and buildings e.g. planning and control of expenditure, allocation of funds/resources, the general cleanliness and state of repairs of the school and its furniture and equipment, supervising annual stocktaking exercises.

3.2 Teaching

- 3.2.1 To engage in class teaching as per workload of the relevant post level and needs of the school.
- 3.2.2 To assess and to record the attainment of learners taught.

3.3 Extra- & co-curricular

- 3.3.1 To be responsible for school curriculum and pedagogy e.g. choice of textbooks, coordinating the work of subject committees and groups, timetabling, "INSET" and developmental programmes, and arranging teaching practice.
- 3.3.2 To assist the principal in overseeing learner counselling and guidance, careers, discipline, compulsory attendance and the general welfare of all learners.
- 3.3.3 To assist the principal to play an active role in promoting extra and co-curricular activities in school and in the participation in sports and cultural activities organised by community bodies.
- 3.3.4 To participate in departmental and professional committees, seminars and courses in order to contribute to and/or update one's professional views/standards.

3.4 Personnel

- 3.4.1 To guide and supervise the work and performance of staff and, where necessary, discuss and write or countersign reports.
- 3.4.2 To participate in agreed school/educator appraisal processes in order to regularly review their professional practice with the aim of improving teaching, learning and management.

3.5 Interaction with stake-holders

- 3.5.1 To supervise/advise the Representative Council of Learners.

3.6 Communication

- 3.6.1 To meet with parents concerning learners' progress and conduct.
- 3.6.2 To liaise on behalf of the principal with relevant government departments.
- 3.6.3 To maintain contact with sporting, social, cultural and community organisations.
- 3.6.4 To assist the principal in liaison work with all organisations, structures, committees, groups, etc. crucial to the school.

SIGNATURES:

Name	Designation	Signature	Date
	Deputy Principal		
	Principal		

School Stamp: