



DIE VERANDERING IN ONDERWYS  
THE CHANGE IN EDUCATION



## MINI-MBA VIR SKOOLHOOFDE

## THE HEADMASTER'S JOB DESCRIPTION





- PAM
- LEGAL BASIS: ELRC & GG 39684
- SA STANDARDS ON PRINCIPALSHIP
- LEGAL BASIS : GG39827, 18 MARCH 2016
- KEY ELEMENTS

## OTHER JOB DESCRIPTION SOURCES



- JUST FOR INTEREST'S SAKE: THE WESTERN CAPE
- - POLICY ON THE MANAGEMENT OF HOSTELS
- - INSTITUTIONAL GOVERNANCE AND PLANNING  
MINUTE 0002 OF 2012
- - 46 OF 2013
- - 6939 OF 2012
- EMPLOYMENT OF EDUCATORS ACT (76 OF 1998)
- SASA
- IQMS



- 2. AIM OF THE JOB
  - - TO ENSURE MANAGEMENT ACCORDING TO LAW AND POLICY
  - - EDUCATION OF LEARNERS PROMOTED ACCORDING TO CERTAIN POLICIES
  - - IQMS 5 : PROFESSIONAL DEVELOPMENT
- 3. CORE DUTIES AND RESPONSIBILITIES (INCLUDE BUT NOT LIMITED TO)
  - -3.1 GENERAL / ADMINISTRATIVE
    - - 3.1.1 RESPONSIBLE FOR THE PROFESSIONAL MANAGEMENT OF THE SCHOOL



- 3.1.1.1 The implementation of all educational programmes and curriculum activities;
- 3.1.1.2 The management of all educators and [support] staff;
- 3.1.1.3 The management of the use learning support material and other equipment;
- 3.1.1.4 The performance of functions delegated to him/her by the HoD in terms of SASA;
- 3.1.1.5 The safekeeping of all school records; and
- 3.1.1.6 The implementation of policy and legislation.
- (SASA, section 16A (2) (a) (i) - (vi)).



- 3.1.2 To give proper instructions and guidelines for timetabling; admission and placement of learners.
- 3.1.3 To have various kinds of school accounts and records properly kept and to make the best use of funds for the benefit of learners in consultation with the appropriate structures.
- 3.1.4 To ensure a school journal containing a record of all-important events connected to the school is kept.
- 3.1.5 To make regular inspections of the school to ensure that school premises and equipment are being used properly and that good discipline is maintained.
- 3.1.6 To be responsible for the hostel and all related activities including the staff and learners, if one is attached to the school.



- 3.1.7 To ensure that departmental circulars and other information received which affect members of the staff are brought to their attention as soon as possible and are stored in an accessible manner.
- 3.1.8 To handle all correspondence received at the school.
- IQMS 8 : ADMINISTRATION OF RESOURCES AND RECORDS
- IQMS 12 : STRATEGIC PLANNING, FINANCIAL PLANNING AND EDUCATION MANAGEMENT DEVELOPEMENT PLANNING

## 3.2 Personnel



- 3.2.1 To provide professional leadership within the school.
- 3.2.2 To guide, supervise and offer professional advice on the work and performance of all staff, in the school and where necessary, to discuss and write or countersign report on teaching, support, non-teaching and other staff.
- 3.2.3 To ensure that work is equitably distributed among the staff.
- 3.2.4 To be responsible for the development of staff training programmes, both school based, school-focused and externally directed, and to assist educators, particularly new and inexperienced educators, in developing and achieving educational objectives in accordance with the needs of the school.



## Personnel



- 3.2.5 To participate in agreed school/educator appraisal process in order to regularly review their professional practice with the aim of improving teaching, learning and management.
- 3.2.6 To ensure that all evaluations/forms of assessment conducted in the school are properly and efficiently organised.
- 3.2.7 To assist the HoD in handling disciplinary matters pertaining to educators and support staff employed by the HoD. (SASA, section 16(A) (2) (e)).
- IQMS 9 : PERSONNEL
- IQMS 12

### 3.3 Academic Performance of the school



- 3.3.1 To prepare and submit to the HoD an annual report in respect of-
  - 3.3.1.1 The academic performance of that school in respect of minimum outcomes and standards and procedures for assessment as determined by the Minister in terms of section 6A of SASA; and.
  - 3.3.1.2 The effective use of available resources.
- 3.3.2 The Principal of a public school identified by the HoD in terms of section 58B of 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 improvement plan must be -

### 3.3 Academic Performance of the school



- 3.3.2.1 Presented to the HoD on a date determined by him/her; and
- 3.3.2.2 Tabled at an SGB meeting.
- 3.3.3 The HoD may approve academic performance improvement plan or return it to the principal with such recommendations as may be necessary in the circumstances.
- 3.3.4 If the HoD approves the academic improvement plan the principal must, by 30 June, report to the HoD and to the governing body on progress made in implementing the plan. The HoD may extend the date on good cause shown.
- IQMS 12

## 3.4. Teaching



- 3.4.1 To engage in teaching as per the workload of the relevant post level and the needs of the school.
- 3.4.2 To be a class teacher if required.
- 3.4.3 To assess and record the attainment of learners taught.
- IQMS 1 CREATING A POSITIVE LEARNING ENVIRONMENT
- IQMS 2 : KNOWLEDGE OF CURRICULUM AND LEARNING AREAS
- IQMS 3: LESSON PLANNING
- IQMS 4 : ASSESSMENT
- IQMS 12

## 3.5 Extra- & Co-curricular



- 3.5.1 To serve on recruitment, promotion, advisory, and other committees as required.
- 3.5.2 To play an active role in promoting extra and co-curricular activities in the school and to plan major school functions and to encourage learners' voluntary participation in sports, educational and cultural activities organised by community bodies.
- IQMS 7 : EXTRA –CURRICULAR AND CO-CURRICULAR ACTIVITIES

## 3.6 Interaction with stakeholders



- 3.6.1 School governing body –
  - 3.6.1.1 To serve on the governing body of the school and render all necessary assistance to the SGB in the performance of their functions in terms of SASA.
  - 3.6.1.2 To represent the HoD in the governing body acting in an official capacity
  - (SASA, section 16A (1) (a)).
  - 3.6.1.3 The principal must - (SASA, section 16(A) (2) (b, c, d, f and (3))
    - (a) Attend and participate in all meetings of the governing body;
    - (b) Provide a governing body with a report professional management relating to the public school;

### 3.6 Interaction with stakeholders



- (c) Assist the governing body to handle disciplinary matters pertaining to learners;
- **8A. Random search and seizure and drug testing at schools.**—(1) Unless authorised by the *principal* for legitimate educational purposes, no person may bring a *dangerous object* or *illegal drug* onto *school* premises or have such object or drug in his or her possession on *school* premises or during any *school activity*.
- (2) Subject to [subsection \(3\)](#), the *principal* or his or her delegate may, at random, search any group of *learners*, or the property of a group of *learners*, for any *dangerous object* or *illegal drug*, if a fair and reasonable suspicion has been established—
- (d) Inform the governing body about policy and legislation;

## 3.6 Interaction with stakeholders



- (e) Assist the governing body in the performance of its functions and responsibilities, but such assistance or participation may not be in conflict with-
- (i) Instructions of the HoD;
- (ii) Legislation or policy;
- (iii) An obligation he/she has to the HoD, the MEC or the minister; and
- (iv) Provisions of the EEA and the PAM, determined in terms of the EEA.
- 3.6.2 To participate in community activities in connection with educational matters and community building.
- IQMS 10: DECISION MAKING AND ACCOUNTABILITY
- IQMS 12: LEADERSHIP, COMMUNICATION AND SERVICE-RENDERING TO THE SGB
- IQMS 12



## 3.7 Communication



- 3.7.1 To cooperate with members of the school staff and the school governing body in maintaining an efficient and smooth running school.
- 3.7.2 To liaise with 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.
- 3.7.3 To liaise with relevant structures regarding school curricula and curriculum development.
- 3.7.4 To meet parents concerning learners progress and conduct.

## 3.7 Communication



- 3.7.5 To cooperate with school governing bodies with regard to aspects as specified in SASA.
- 3.7.6 To liaise with other relevant government departments, eg. Department of Health, Public Works, etc., as required.
- 3.7.7 To cooperate with universities, colleges and other agencies in relation to learners' Records and performance as well as INSET and management development programmes.
- 3.7.8 To participate in departmental and professional committees, seminars and courses in order to contribute to and/or update professional views/standards.



- 3.7.9 To maintain contacts with sports, social, cultural and community organisations.
- IQMS 6 : RELATIONSHIPS AND CONTRIBUTION TO SCHOOL DEVELOPMENT
- IQMS 12



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