

# HOW DO THE RESPONSIBILITIES OF A DEPUTY PRINCIPAL DIFFER FROM A PRINCIPAL

**PRESENTED BY: Betsi Greyvenstein & Louise Lemmer**  
DATE: 1 June 2021



DIE VERANDERING IN ONDERWYS  
THE CHANGE IN EDUCATION

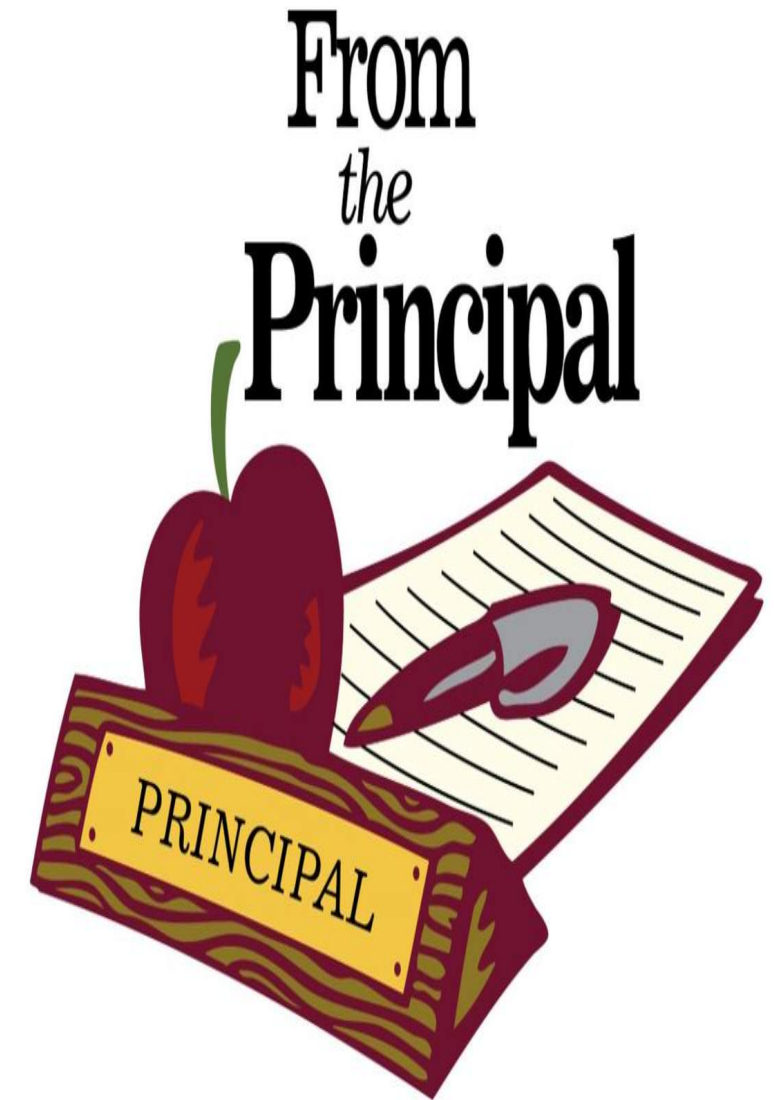
**Education Employment Act  
SA Schools Act  
SA Council of Educators Act  
Personnel Administrator Measures  
ELRC Policy  
Handbook for Educators  
Constitution of the Republic of South Africa**

**“Where there is no vision, the people perish”**

***Proverbs 29:18***

# The aim of a Principal

- \* Ensure the school is managed satisfactorily, in compliance with applicable legislation
- \* Ensure education is promoted according to approved policies, ensure effective teaching and learning.
- \* Ensure relevant policies on curriculum and assessment are available to educators.
- \* Vision, goals, improvement plan.



# The aim of a Deputy Principal

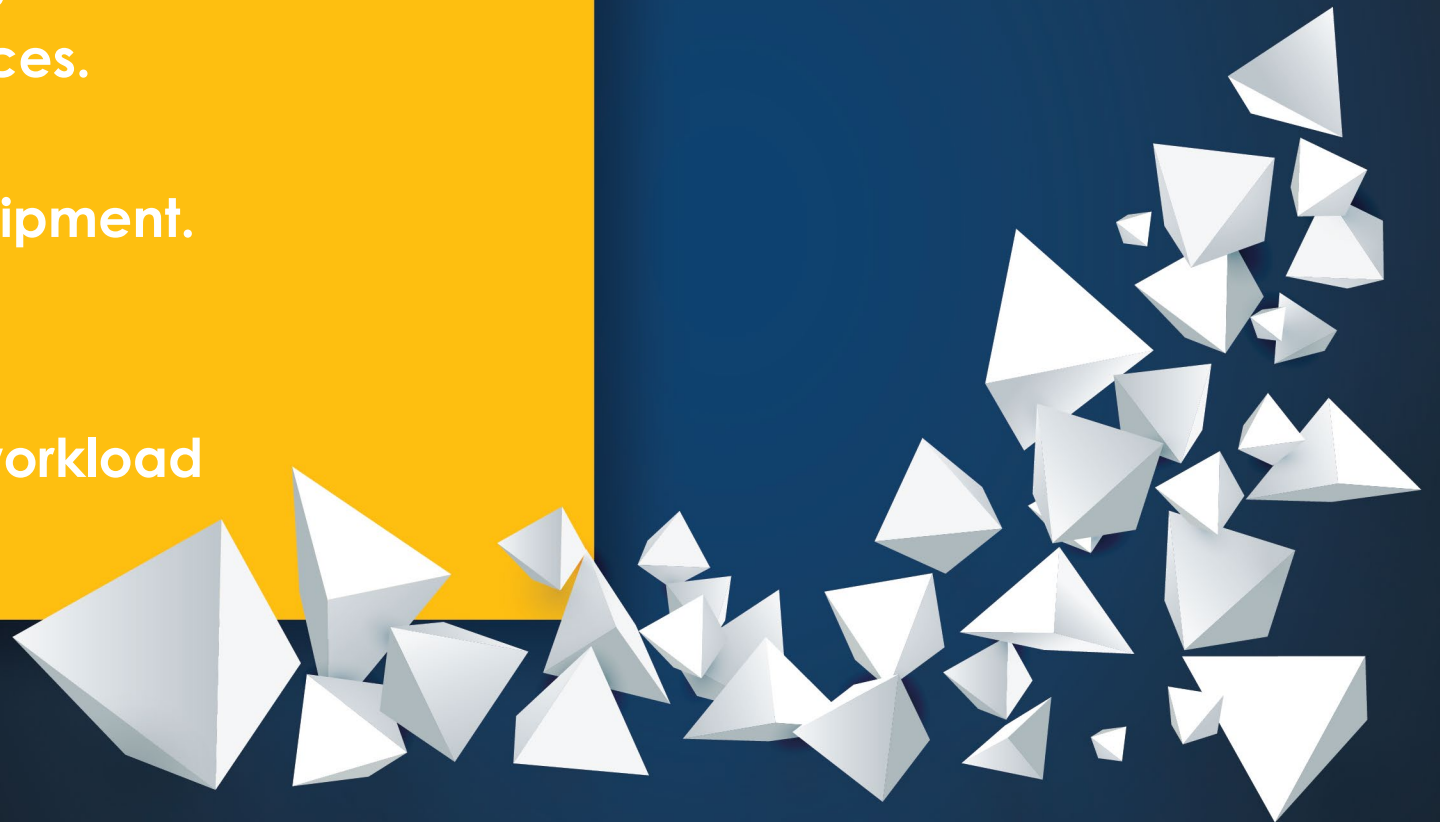
- \* In the absence of the principal the deputy principal becomes the acting principal.
- \* Assist the principal in managing the school, promoting education.
- \* Maintain total awareness of administrative procedures across total range of school activities and functions.





## General/Admin Duties - Principal

- ✓ Professional management of school.
- ✓ Provide instructions and guidelines.
- ✓ Accountable for all finances.
- ✓ School Journal.
- ✓ School premises and equipment.
- ✓ Departmental circulars.
- ✓ Correspondence.
- ✓ Equitable distribution of workload



## General/Admin Duties – Deputy Principal

- ✓ Assist principal and act in his/her in absence.
- ✓ If instructed, be responsible for:  
School admin, roster, admission,  
assessment, school calendar, staff  
absenteeism, school functions.
- ✓ School finance, maintenance, furniture,  
equipment.
- ✓ Stock taking.



“Leadership is simple: add value to people  
everyday”

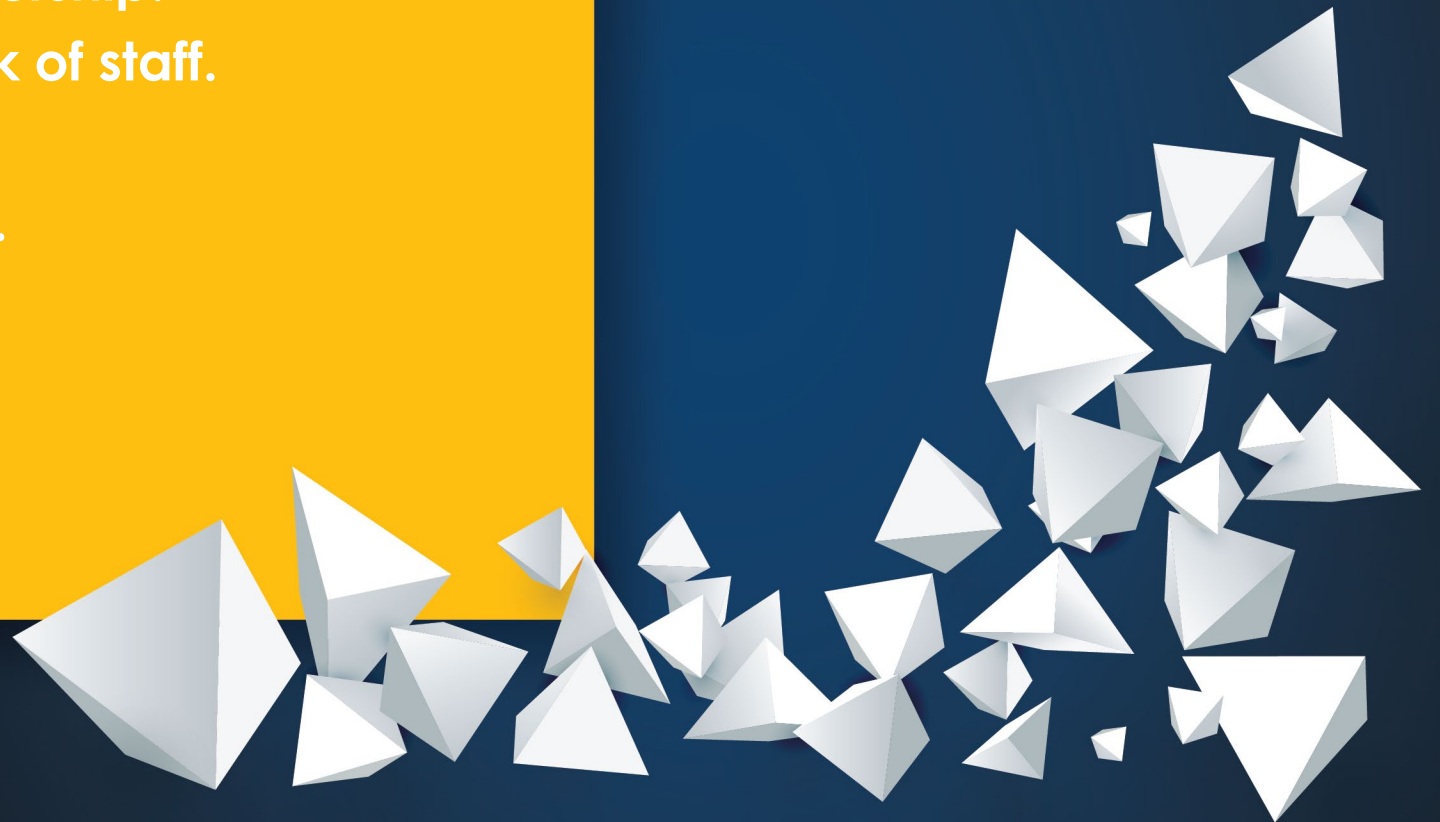
*Mike Krzyzewski*

UNIVERSITY



## Personnel (HR) - Principal

- ✓ Equitable distribution of workload.
- ✓ Provide professional leadership.
- ✓ Guide and supervise work of staff.
- ✓ Development of staff.
- ✓ Appraisal process of staff.
- ✓ Well-being of staff.



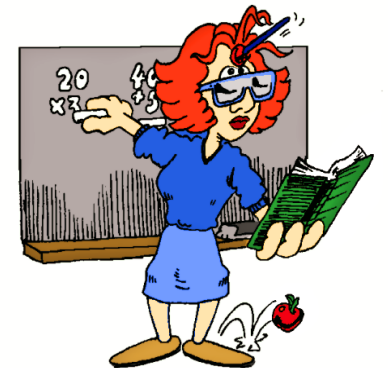
## Personnel (HR) – Deputy Principal

- ✓ Mentoring of new/under-performing staff.
- ✓ Guide and supervise work of staff.
- ✓ Participates in agreed school/educator appraisal processes.
- ✓ Development of staff.
- ✓ Create professional work environment.
- ✓ Well-being of staff.



## Teaching - Principal

- ✓ Leading teaching and learning, managing the school and accountable to HOD and school community.
- ✓ Engage in classroom teaching as per workload of the relevant post level and needs of school.
- ✓ Be a class teacher if required.
- ✓ Assess and record attainment of learners taught.



## Teaching – Deputy Principal

- ✓ Engage in class teaching as per workload of the relevant post level and needs of the school.
- ✓ Assess and record attainment of learners taught.
- ✓ Promotes use of IT in teaching and learning.
- ✓ Manage quality of teaching and learning.
- ✓ Manage and conduct learner assessment.



Follow the Leader



**“A leader is one who knows the way, goes the way  
and shows the way”**

*John Maxwell*

**SΔOU**



## Extra and Co-Curricular - Principal

- ✓ Serve on recruitment, promotion, advisory and other committees as required.
- ✓ Play active role in promoting extra and co-curricular activities.
- ✓ Plan major school functions.
- ✓ Encourage learner participation.





## Extra and Co-Curricular – Deputy Principal

- ✓ Responsible for school curriculum: choice of textbooks, work of subject committees, timetabling, teaching practice.
- ✓ Assist principal – overseeing counselling, guidance, careers, discipline, compulsory attendance, general welfare of learners.
- ✓ Play active role in promoting extra, co-curricular activities.
- ✓ Departmental and professional committees.

## Interaction with stakeholders - Principal

- ✓ Serve on SGB.
- ✓ Participate in community activities.
- ✓ Liaise with relevant Government Departments.

## Interaction with stakeholders – Deputy Principal

- ✓ Supervise the RCL.
- ✓ Liaise with relevant Government Departments.
- ✓ Involvement in sport, cultural, social and community organizations as required.

“Education is the mother of leadership”

*Wendell Wilkie*

“The growth and development of people is the  
highest calling of leadership”

*Harvey Firestone*

UNIVERSITY

## Communication - Principal

- ✓ Staff and SGB.
- ✓ Newsletters, Facebook, D6, Instagram, Google classroom.
- ✓ Liaise with Circuit/District offices, Personnel section, supplies section.
- ✓ Structures regarding curriculum development.
- ✓ Parents – learner progress and conduct.
- ✓ Government Departments – Dep of Health, Welfare etc.
- ✓ Co-operate with universities.
- ✓ Maintain contact with sport, social, cultural and community organizations.

## Communication – Deputy Principal

- ✓ Parents – progress and conduct of learners.
- ✓ Liaise on behalf of principal with government departments.
- ✓ Assist the principal in liaison work with all organizations and committees crucial to the school.
- ✓ Assist principal with Newsletters, D6, Facebook etc.



## Conclusion – Accountability ...

**“If one has been delegated the authority to engage in some activity, then one is responsible, at least, for conducting the activity properly.”**

**therefore:**

**A Deputy Principal is accountable for the tasks delegated to him/her.**

**“It is not only what we do, but what we do not do, for which we are accountable”. (Mollere)**

## Conclusion – Accountability ...

“Accountability entails a culture of justification in which those in authority are required to explain their policies and justify their decisions, actions and omissions, rationally to the needs of those they serve.”

**“A person who is accountable is the one ultimately answerable for the correct, thorough completion of a task, and the one who delegates the work to those responsible.”**

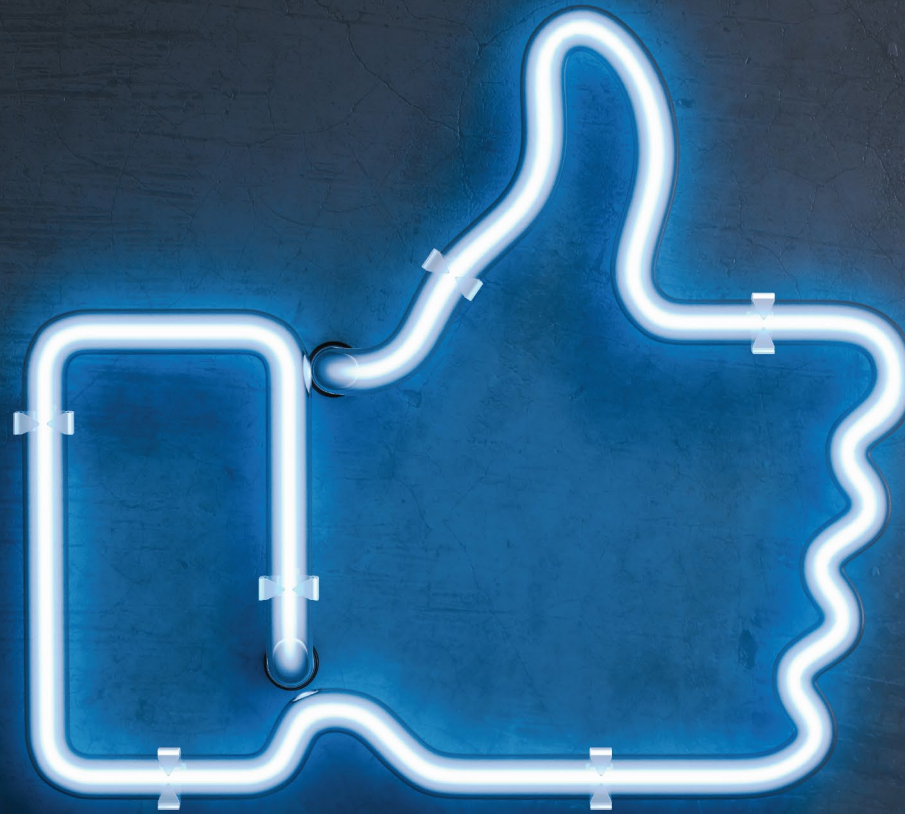
## Conclusion – Accountability To Whom:

- Accountable to the constitution – the supreme law of the land.
- Accountable to the HOD.
- Accountable to the school community.
- Accountable to all stakeholders.

**“Accountability is the glue that ties commitment to results.” (Bob Proctor)**



# SAOU



012 033 1333



saou@saou.co.za



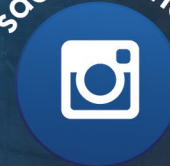
076 127 1921



SAOU National



saouteachers



SAOU YouTube

