

The Role, Duties and Responsibilities of a Deputy Principal

Tim Taylor
23 February 2023



SECTION 1

What Does the PAM Say?

SAOU

1. Die Doel van die Werk / The Aim of the Job

**1.1 Om die skoolhoof by te staan met die bestuur van
die skool en om onderrig/opvoeding onder
leerders te bevorder.**

**1.2 To maintain a total awareness of the
administrative procedures across the total range
of school activities and functions.**



SECTION 1

2. Core Duties and Responsibilities of the Job

Pligte en verantwoordelikhede verskil van skool tot skool volgens elke skool se behoeftes.

Let us have a brief look at the following sections:

SECTION 1

2.1 General and administrative

2.1.1 You have to assist in the principal's duties, as well as acting in case of absence from school.

2.1.2 You may also assist or be responsible for the:
duty roster,
arrangements to cover absent staff,
internal and external evaluation and assessment,
school calendar,
admission of new learners,
class streaming, and
school functions.

En/And

SAOU



- 2.1.3 skoolfinansies en onderhoud van terrein en geboue, bv. beplanning en beheer van uitgawes,
- 2.1.4 toekenning van fondse en hulpbronne,
- 2.1.5 algemene netheid en instandhouding van die skool se meubels en toerusting, en
- 2.1.6 toesighouding oor voorraadopname.

SAOU

2.2 Onderrig

- 2.2.1 Adjunkte moet onderrig volgens die relevante posvlak se voorskrif en behoeftes van die skool.
- 2.2.2 Assessering en rekordering van leerders se vordering.

SAOU

2.3 Extra- and co-curricular

- 2.3.1 To be responsible for school curriculum and pedagogy eg. choice of textbooks, coordinating the work of subject committees, timetabling, developmental programs, and arranging teaching practice.
- 2.3.2 To assist the principal in overseeing learner counselling and guidance, careers, discipline, compulsory attendance and the general welfare of all learners.

2020
SA

2020

2.3 Extra- and co-curricular cont.

- 2.3.3 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.
- 2.3.4 To participate in departmental and professional committees, seminars and courses in order to contribute to and/or update one's professional views/standards.

2.4 Personeel

- 2.4.1 Om te lei en toesig te hou oor personeel se werksprestasie en waar nodig om dit te bespreek en verslae te skryf.
- 2.4.2 Om deel te neem aan prestasiebeoordeling om op ‘n gereelde basis die professionele praktyk te evalueer sodat onderrig en bestuur kan verbeter.

2.5 Interaction with stake-holders

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

DOU
A
S

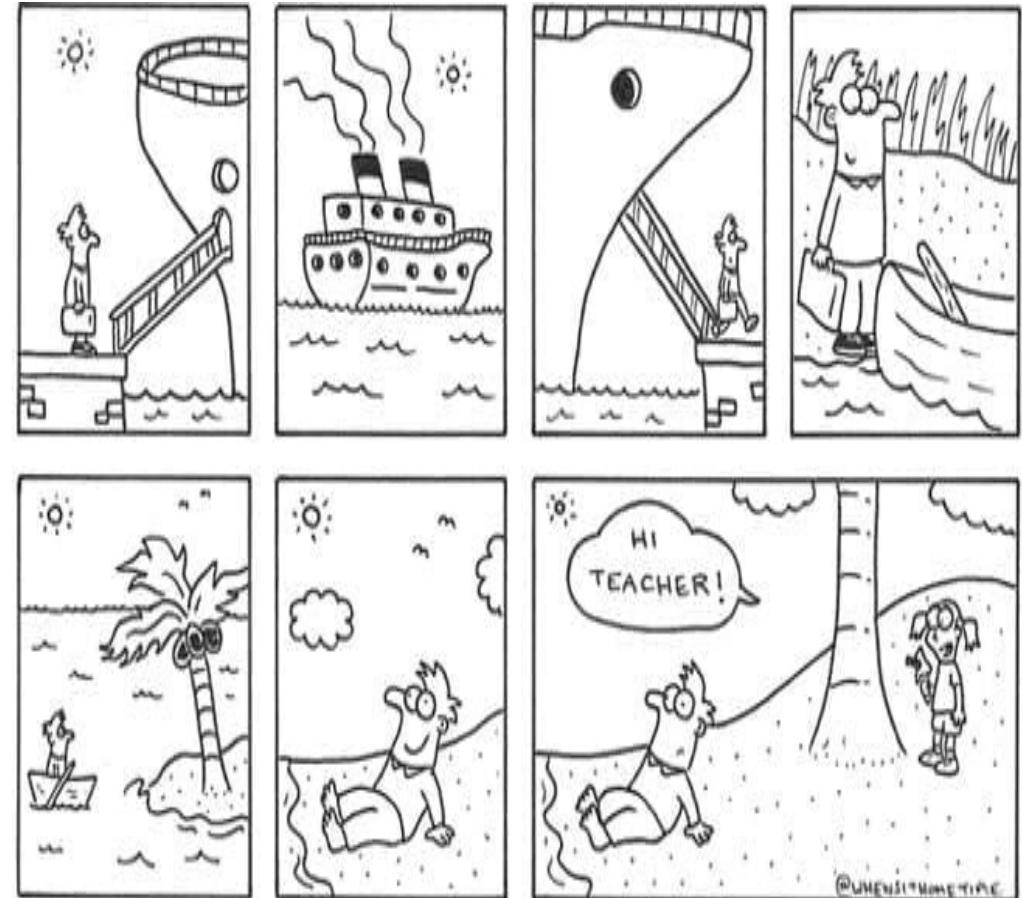
2.6 Communication

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

2
O
A
S

To show how diverse schools are, the following answers by deputies were given to the questions below:

1. What are your main responsibilities?
2. What do you enjoy most of your post?
3. What don't you like about your post?
4. How many periods do you teach?
5. Would you like to become a principal?





3. Terugvoering van ander adjunkhoofde / Feedback from other deputy principals

Adjunk 1

1. Finansies
QMS
Roosters
2. Dis lekker om nog in die klas te kan staan en kontak met die leerders te hê.
3. Personeellede wat nie wil saamwerk nie.
4. Gee weekliks 36 periodes klas.
5. Wil graag skoolhoof word.

3. Terugvoering van ander adjunkhoofde / Feedback from other deputy principals

Adjunk 2

1. Dissipline
Geboue en terrein
2. Om te verseker dat dinge vlot verloop soos beplan
3. Inligting/admin wat op kort kennisgewing deur owerhede verwag word.
4. Gee weekliks 33 periodes klas.
5. Is gelukkig om adjunkhoof te bly.



3. Terugvoering van ander adjunkhoofde / Feedback from other deputy principals

Adjunk 3

1. Dissipline
Skakeling met ouers
Fondsinsamelings
2. Geniet die uitdagings nog steeds om met die leerders te werk.
3. Konflik tussen personeellede, personeel se geskinder en onredelike ouers wat nie **eers** wil luister nie.
4. Gee weekliks 20 periodes klas.
5. Wil beslis nie skoolhoof word nie.



3. Terugvoering van ander adjunkhoofde / Feedback from other deputy principals

Adjunk 4

1. Dissipline
QMS/PDMS/CPTD
Geboue en terrein
2. Om te weet aan die einde van elke kwartaal
het ek my beste gegee en die leerders het
hulself bewys om hul beste te lewer
3. Personeelde wat die adjunkhoof nie as
iemand met gesag sien nie en bloot aanvaar
as 'n posvlak 1 kollega.
4. Gee weekliks 16 periodes klas.
5. Nee, ek geniet wat ek doen.



3. Terugvoering van ander adjunkhoofde / Feedback from other deputy principals

Deputy 5

1. Academics and curriculum
Assessment planning and management
QMS and CPTD
Statistics and IT Development
2. Love working with learners and teaching.
3. Working with teachers. Their professional jealousy. Looking down on how hard you worked to get to this position.
4. Teaching 38 periods weekly.
5. Most certainly.



3. Terugvoering van ander adjunkhoofde / Feedback from other deputy principals

Deputy 6

1. Teaching Home Language for grade 7
academic head
Fund raisers and tuck shop
2. To stand in front of the class and to be able
to teach.
3. All the admin that lands on your table. You are
just done and then there is another heap of
papers that you must attend to.
4. Teaching 16 periods weekly and is responsible
for the library.
5. Would like to go to the next step, for sure.

3. Terugvoering van ander adjunkhoofde / Feedback from other deputy principals

Deputy 7

1. Head of academics
Head of discipline
Head of school safety
2. Love and appreciation received from learners.
To see how learners grow, develop and achieve their goals.
3. All the admin that needs to be done when the DoE can find the information on SA-SAMS.
4. Teaching 8 periods weekly.
5. For sure.



3. Terugvoering van ander adjunkhoofde / Feedback from other deputy principals

Adjunk 8

1. Hoof van dissipline.
Hoof van akademie.
Alle skakeling met ouers.
Atletiekhoof.
Busbestuurder – vervoer van leerders na alle geleenthede.
2. Geniet die kommunikasie en betrokkenheid met die breë gemeenskap en departement.
3. Kollegas waarmee jy koppe stamp en dit nie kan aanvaar wanneer hul aangespreek word nie.
4. Gee 33 periodes klas.
5. Het aspirasie om skoolhoof te word, wil nie stagneer nie.

To conclude

1. Personally I believe it is true what they say. Being a deputy is one of the most fulfilling positions you can have in your career as a teacher.
2. Dit is 'n plek waar jy kan groei, ontwikkel en waar jy as mens ook leer om probleme op 'n ander vlak op te los.
3. I have also learned that I am responsible for my own well-being. You must allow time to relax and to have me time.
4. For me being a deputy has always been the very best – and occasionally the worst.
5. Laastens, ek glo steeds vas daaraan dat Maandag my lekkerste dag van die week is. Om met positiwiteit die week aan te pak (ten spyte van almal wat die BLOUMAANDGSINDROOM aanhang) en uit te sien na al die uitdagings wat oor my pad gaan kom. Dit maak alles die moeite werd.



SAOU

