

This document lists responsibilities that have to be carried out daily, weekly, monthly, quarterly, annually, or are ongoing.

**PRINCIPAL’S REGULAR RESPONSIBILITIES**

**(Many of these are done by teams or individuals to whom the function has been delegated. The principal is advised to monitor implementation as accountability rests with him/her)**

Please note that the daily, weekly and monthly responsibilities have not been included in (G) YEAR PLAN - PRINCIPALS’ RESPONSIBILITIES. The quarterly and some of the annual and continuous/ ongoing responsibilities have been included. Principals need to add the relevant activities to the (G) YEAR PLAN - PRINCIPALS’ RESPONSIBILITIES at the applicable times.

| **DAILY** | **WEEKLY** | **MONTHLY** | **QUARTERLY** | **ANNUAL** | **CONTINUOUS/ONGOING** |
| --- | --- | --- | --- | --- | --- |
| 1. Hold daily early morning meeting with teachers.
2. Monitor learner and staff attendance and punctuality.
3. Sign orders.
4. Authorise payments.
5. Walk the corridors.
 | 1. File.
2. Hold staff meeting or issue paper-/electronic-based memorandum.
3. Chair SLT meeting.
4. SMT meeting alternates with SAT meeting / SBST meeting.
5. Submit waiting list numbers.
6. Check that HODs are monitoring learners’ books and teachers’ subject files.
7. Check toilet blocks (daily if they are problematic).
8. Monitor meeting minutes for decision implementation and actions to be taken/ followed up.
9. Submit leave forms.
10. Submit learner and staff attendance statistics.
11. Hold PLCs (every second week?).
12. Hold IP sessions (every alternate week).
13. Conduct a safety walk in the buildings and grounds.
14. Conduct class visits where possible.
15. Meet with administration staff / bursar.
16. Meet learner leadership (prefects/ head prefects).
17. Conduct assemblies (arrange speakers/ teachers/ learners).
 | 1. Prepare the agenda for the SGB meeting with the chairperson of the SGB.
2. Prepare a report for the SGB meeting.
3. Hold SGB meeting.
4. Prepare school development/improvement progress report for circuit manager.
5. Prepare for finance committee meeting.
6. Prepare reports for Finance committee meeting.
7. Reconcile bank statement (monthly).
8. Hold maintenance committee meeting.
9. Authorise salary payments.
10. Hold general staff PD session.
11. Hold subject Head PD session.
12. Prepare report for the IDSO.
13. Meet social worker/ therapists/ police.
14. Monitor feeding scheme (if applicable).
15. Meet ICT committee (depending on the school’s implementation phase).
 | 1. Hold SGB executive meeting to authorise additional payments, if relevant.
2. Monitor learners’ books and teachers’ subject files.
3. Hold parent information session.
4. Submit PMDS scores.
5. Hold safety committee meeting.
6. Hold volunteers’ committee meeting:
* Uniform shop
* Tuck shop.
1. Meet Parents’ Association.
2. Meet extra-mural committee (parents and staff).
3. Meet SBST, SDT, and ICT committee.
4. Hold parents’ meeting per grade.
5. Hold awards committee meeting (or meet annually depending on the school’s needs).
 | 1. Develop year plan.
2. Develop/ review and revise:
* Beginning-of-year booklet (BB)
* End-of-year booklet (EB)
* Induction plan for all grade R, grade 1 and all new learners
* Grade 7 prefects/monitors booklet
* General school information booklet (GI)
* Staff information booklet (SI)
* Staff administration booklet (SA)
* Exams booklet
1. Facilitate IWSE
2. Review and develop SDP (develop every SGB election year, monitor annually)
3. Review policies (have a schedule of renewal dates).
4. Prepare information/ application form for learner admission.
5. Prepare school agreement form.
6. Prepare contract continuation letters for all SGB paid staff.
7. Prepare list of stationery/ textbook requirements.
8. Conduct assets verification (stock-take).
9. Schedule timetable planning day for each subject.
10. Plan for submission of annual subject reports.
11. Prepare school assessment schedule.
12. Set achievement goals.
13. Prepare annual teaching plans.
14. Hold meetings with all staff about duties for following year to be signed for on the annual duty sheets.
15. Prepare community service plan.
16. Prepare SWT plan.
17. Prepare formative education plan.
18. Prepare Parents’ Association activity plan.
19. Prepare parent information plan.
20. Elect the SGB executive.
21. Co-ordinate SGB elections (every three years).
22. Plan timetable and substitution.
23. Plan/prepare/review subject choices.
24. Plan Grade meetings (all grades).
25. Hold Grade meetings (all grades).
26. Hold disciplinary committee meeting.
 | 1. Provide motivation and inspiration.
2. Prepare and implement SWT morale boosting activities.
3. Implement maintenance plan and school cleanliness.
4. Seek appropriate staff for any vacancy that might occur.
5. Update assets register.
6. Appoint a subject head for every subject.
7. Appoint an academic head for each grade/phase.
8. Appoint a pastoral head for each grade (or some other system).
9. Role-model values etc
10. Recruit/appoint new staff to replace leaving staff.
11. Co-ordinate SGB by-elections as required.
12. Prepare for ANAs and exams:
* Plan/organise ANAs and exam arrangements
* Organise invigilators’ training
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