



# **iThemba** school

## **Job Description: Deputy Principal**

**18 hours per week**

The deputy principal will work alongside the principal. Key areas of responsibility will include but not be limited to:

### **Upholding and developing the Christian character of the school**

#### **Assisting with Bible teaching in assembly and staff Bible time**

#### **Overseeing the running of class programmes**

- Mentoring of teachers through verbal feedback, ensuring programmes are followed
- Monitoring the implementation of learners' assessments
- Monitoring the implementation of report documents (termly)
- Upholding and developing the discipline strategies of the school
- Planning occasional outings
- Teaching one lesson per group per week on 'Protective Behaviours'

#### **Assisting with staff management:**

- Staff interviews and appointments
- Performance development planning and reviews (bi-annually)
- Regular meetings with individual staff members
- Organisation of informal and in-house training of teachers/assistants
- Co-ordinate external staff training and mentor staff who are studying externally
- Co-ordinate and manage involvement of volunteers

#### **Assisting principal, administrator and finance coordinator**

- Manage the school budget and expenditure
- Oversee development and maintenance of grounds, equipment and stock
- Oversee child admissions
- Daily 'problem solving'
- Meeting with parents regarding their children (progress or concern)

#### **Building up of relationships with local schools**

- Track past students to feedback to partners who have supported these children

#### **Assisting in managing parent and church activities and events**

- Annual AGM, annual parent meeting, other events as they arise

#### **Report to the Board and Church Council**

- Attend Termly board meeting – feedback to chairman of the board, take minutes

#### **Coordinate communication with partners and public through social media**

- thanking donors, meeting with partners, sending out of annual report, messages via
- WhatsApp, organise onsite visits when appropriate)
- Social media (photos, stories, news, feedback)
- Assist with resource needs e.g. requesting donations of items needed

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_