

### **In the absence of the school Principal**

If the Principal is not present at the school then a designated primary school teacher will take responsibility as Acting Principal. The primary school teacher will be notified of this by the Principal. The Acting Principal is expected to keep in daily contact with the Principal unless the Principal is away on long term leave or unwell. Taking on the role of Acting Principal is not remunerated but is taken on as a professional development opportunity, unless the period is extended in which case the remuneration would be agreed with the School Board.

### **Acting Principal's duties**

1. Ensure School policies and procedures are followed to ensure health and safety of children and staff at the Primary School
2. Engage in any decisions relating to school closures/ late starts
3. Ensure buildings are safe and secured at end of the school day
4. Ensure classrooms are running as normal
5. Ensure that all staff are informed of any changes to normal location of staff/ classes
6. Ensure primary school staff are on site as planned and all playground duties are covered
  - a. If new relief teachers are used, ensure they are properly inducted
7. Ensure absences are recorded through the Student Management System (Edge).
8. Keep members of the Management Team informed of any matters of concern, and if required the Principal can be contacted if she is away on other work related matters rather than on leave
9. At the end of each day, once the children have left, send an email to the principal with a report of how the day went.

**Extract from the Delegation Schedule – part of the Primary School's Finance Policies and Procedures** "During any absence of the Principal from the School for more than 5 days these delegations" (ie what the Board expects of the Principal) " shall be exercised by the Acting Principal with the separate and prior approval of the Board Chairperson..... The Acting Principal shall be a designated primary school teacher.

Factors considered in delegating this role include years of service at the school and how practicable it would be for that teacher to attend to management matters as required during the course of the school day".

REDRAFT May 2024

---

Signed: \_\_\_\_\_

Dated: 13 / 6 / 2024

Review Date: 14 / 6 / 2027