



HR008	Relieving/Acting Principals Policy
Purpose	To outline the responsibilities of a relieving principal, deputy principal (DP) / head of school (HOS), and the allowance this employee will receive.
Authority	
Policy	A teacher / staff member appointed to the position of relieving/acting principal ¹ will be expected to act in that capacity on any occasion that the principal is absent from school.
Delegation	Administration Manager
Related Policies	
Date approved	Mar 2010, Augt 2012, Dec 2015; Aug 2018
Next Review Due	August 2021
Review Authority	Management
Keywords	Relief; principal; allowance; caretaker; acting principal;

1) Note: where principal is mentioned it should also be read as deputy principal or head of school.

Authorised by:	
ESG Chairman	D Swarts
Date:	20 August 2018

Relieving principal is a caretaker position. Therefore, it is expected that he/she will act on the principal's behalf in all matters pertaining to the daily operation of the school.

He/she will not initiate new initiatives except as directed by the principal prior to his departure.

Where possible the principal will advise the relieving principal of any impending absence and leave instructions and suggestions as to any initiatives, which need to be taken during his/her absence.

Relief of 3 consecutive days or more (up to one month):

As the relieving principal (deputy or head of school) is a caretaker position and not a complete substitute, the relieving principal will be paid an extra rate of remuneration.

Remuneration:

a. Relieving principal:

The rate of deputy principal, which is 88% of the principal's rate.

b. Relieving deputy principal or Head of School:

88% of the rate of pay of the deputy principal or head of school.

NOTE:

One of the responsibilities of the deputy principal is to stand in when the principal is not available. This responsibility is also included in the remuneration of the deputy position. Hence there is no "relief principal" allowance.

Acting Principal / deputy / head of school:

If the relief is for more than one month a temporary appointment will be made. Such arrangements will be determined by the Board.

The Acting Principal / will:

- Attend the council meetings and other meetings attended by the principal, and will provide input during the meeting
- Conduct regular staff meetings
- Act as required for the day to day running of the school
- The acting deputy / head of school will conduct these tasks as required and stipulated by the principal.

Remuneration:

The Acting Principal will be paid the same rate as the principal, deputy principal or head of school. This also applies to those currently having an acting deputy or acting head role.