



## HERIOT SCHOOL RESPONSIBILITIES OF THE PRINCIPAL POLICY

The principal is responsible for overseeing the implementation of board policy including the Charter. Reference in documentation to the school, management and staff is to be read as 'principal' for responsibility for implementation. From time to time the chairperson of the board acting within delegated authority may issue discretions in policies of the school, in minutes of the board, or by written delegation. The responsibilities of the principal are to:

1. Meet the requirements of the current job description.
2. Meet the requirements of the Principals' Professional Standards.
3. Act as the educational leader and day to day manager of the school within the law and in line with board policies.
4. Develop an annual plan that is aligned with the board's strategic plan and meets both legislative requirements and any MOE expectations.
5. Seek approval from the board each year for the annual plan so that MOE expected dates can be met.
6. Implement the annual plan and give priority to the school's annual targets.
7. Use resources efficiently and effectively.
8. Put good employer policies into effect and ensure that there are effective procedures/guideline in place.
9. Approve staff attestation for salary increments.
10. Allocate pay units for management positions.
11. Oversee staff appraisals and staff professional development.
12. Hire, deploy and terminate relieving and auxiliary staff positions.
13. Hire teaching staff as per the appointments policy.
14. Preserve assets (financial and property).
15. Communicate with the community on operational matters where appropriate.
16. Limit public statements about the official position of the board on controversial social, political, and/or educational issues to what the board has formally adopted as positions of record.
17. Keep the board informed of information important to its role.
18. Report to the board on the compliance or lack of with their policies.



# Heriot School

RD 2 Tapanui, West Otago  
phone/fax • 03 204 2007  
email • [principal@heriot.school.nz](mailto:principal@heriot.school.nz)  
[www.heriot.school.nz](http://www.heriot.school.nz)

19. Organise operations within the boundaries of prudence and ethics established in board policies on operations and the Charter.
20. Act as Protected Disclosures Officer and ensure procedures are in place to meet the requirements of the Protected Disclosures Act 2000. [See STA Link 2001/01].
21. Appoint, on behalf of the board, the Privacy Officer and EEO Officer.
22. Ensure all staff, including himself/herself, be registered in accordance with Ministry of Education requirements.

Only decisions made by the board acting as a board are binding on the principal. Decisions or instructions by individual board members, committee chairs, or committees are not binding on the principal except in rare circumstances when the board has specifically authorised it.

The relationship is one of trust and support with expectations documented in the relationship policy. Both parties work to ensure 'no-surprises'.

The principal is not restricted from using the expert knowledge of individual board members acting as volunteers.

Signed: 

Board Chairperson

On behalf of, and with the authority of the board on

Date: 24/05/18

*Review schedule: Triennially*