

**EXTRACT FROM THE TEACHERS' (TERMS AND CONDITIONS OF
EMPLOYMENT) REGULATIONS (NI) 1987 (SR&O 1987/267)**

SCHEDULE 1

TERMS AND CONDITIONS OF EMPLOYMENT OF PRINCIPALS

General Functions

- 1 A principal shall be required to carry out his/her professional duties in accordance with the school's policy and objectives as determined by the Board of Governors and shall obey the reasonable directions of the Board of Governors.
- 2 Subject to paragraph 1 the principal shall be responsible for the internal organisation, management and control of the school.

Consultation

- 3 In carrying out his/her duties the principal shall consult, where this is appropriate, the staff of the school and the Board of Governors.

Professional Duties

- 4 The professional duties of a principal shall include:-

School Aims

- (1) formulating the overall aims and objectives of the school and policies for their implementation;

Appointment of Staff

- (2) participating in the selection and appointment of the teaching and non-teaching staff of the school;

Management of Staff

- (3) (a) deploying and managing all teaching and non-teaching staff of the school and allocating particular duties to them (including such duties of the principal as may properly be delegated to the vice-principal or other members of the staff), in a manner consistent with their terms and conditions of employment, maintaining a reasonable balance for each employee;
- (b) ensuring that the duty of providing cover for absent teachers, as set out in paragraph 3(9) of Schedule 3 is shared equitably among all teachers in the school, taking account of their teaching and other duties;

Liaison with staff unions and associations

- (4) maintaining relationships, as appropriate, with organisations representing teachers and other persons of the staff of the school;

Curriculum

- (5) subject to the provisions of paragraph 1 determining, organising and implementing an appropriate curriculum for the school, having regard to the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school;

Review

- (6) keeping under review the work and organisation of the school;

Standards of teaching and learning

- (7) evaluating the standards of teaching and learning in the school, and ensuring that proper standards of professional performance are established and maintained;

Management information

- (8) providing information about the work and performance of the staff employed at the school where this is relevant to their future employment;

Performance review

- (9) (a) participating in any scheme of staff development and performance review of teachers who teach in the school;

Training and development of staff

- (b) ensuring that all staff in the school have access to advice and training appropriate to their needs, in accordance with the policies of the Board of Governors for the development of staff;

Pupil progress

- (10) ensuring that the progress of the pupils of the school is monitored and recorded;

Pastoral Care

- (11) determining and ensuring the implementation of a policy for the pastoral care of the pupils.

Discipline

- (12) determining, in accordance with any written statement of general principles provided for him by the Board of Governors, measures to be taken with a view to promoting, among the pupils, self-discipline and proper regard to authority, encouraging good behaviour on the part of the pupils, securing that the standard of behaviour of the pupils is acceptable, and otherwise regulating the conduct of the pupils; making such measures generally known within the school, and ensuring that they are implemented.
- (13) in accordance with the policy of the Board of Governors having responsibility for good order and discipline on the school premises whenever pupils are present, including the mid-day break;

Relations with parents

- (14) making arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims;

Relations with other bodies

- (15) promoting effective relationships with persons and bodies outside the school as may be approved by the Board of Governors;

Relations with Board of Governors

- (16) advising and assisting the Board of Governors in the exercise of their functions, including attending meetings of the Board of Governors and making such reports to it in connection with the discharge of his/her functions as it may properly require either on a regular basis or from time to time;

Relations with other educational establishments

- (17) maintaining liaison with other schools and institutions of further education with which the school has a relationship;

Resources

- (18) allocating, controlling and accounting for those financial and material resources of the school which are under the control of the principal;

Premises

- (19) making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds, and ensuring (if so required) that any lack of maintenance is promptly reported to the Board of Governors.

Performance review of principal

- (20) (a) participating in any scheme of staff development and performance review of principals;
- (b) participating in the identification of areas in which he/she would benefit from further training and undergoing such training;

Absence

- (21) arranging for a vice-principal or, if the vice-principal is not available, another suitable person to assume responsibility for the discharge of his/her functions as principal at any time when he/she is absent from the school;

Teaching

- (22) participating, to such extent as may be appropriate having regard to his/her other duties, in the teaching of the pupils at the school, including the provision of cover for absent teacher;

Daily Break

- 5 Without prejudice to his duties under paragraph 4(13) and (21), a principal shall be allowed a break of at least 30 minutes between the hours of 12 noon and 2.00 pm.

ADDENDUM TO THE PROFESSIONAL DUTIES OF A PRINCIPAL

Principals' Conditions of Employment (from 1 September 1994)

The professional duties of principals set out in Schedule 1 of the Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland) 1987 have been amended to include obligations:

- to consider delegating duties to any vice-principal;
- to ensure that teachers receive information they need to carry out their duties effectively; and
- to ensure that newly qualified teachers and returners have adequate support taking account of the general arrangements for all schools within each education and library board area.