

ROLES RESPONSIBILITIES

PRINCIPAL



WHO CAN BE PRINCIPAL?

The Principal is the person employed by the department as the Principal of the school. This includes an Acting Principal when formally appointed to the role.

The school Principal is always a member of the school body (Council | Board).

In addition to being a member of the school body, the Principal also holds responsibility for the day-to-day management and operations of the school. This includes leading staff, overseeing the delivery of educational programs, managing resources, and ensuring the school complies with departmental policies and guidelines.

PRINCIPAL MUST

- Represent the views and voices of parents, students, teachers, staff and the wider school community.
- Be honest, respectful, and make decisions for the right reasons.
- Put the best interests of the school first, not personal or individual interests.
- Keep sensitive or confidential matters private.
- Never use their role to benefit themselves or others unfairly.
- Declare if they have a financial interest in the matter being discussed.
- Remove themselves from discussions or decisions where they have a financial conflict of interest.
- Follow the rules in the Constitution, the Education Act 2015 (NT), and relevant NT Government policies and directions.
- Hold, or be eligible to obtain, a Working with Children Clearance (Ochre Card).

WHAT THE PRINCIPAL AS A MEMBER DOES?

- Develop the school's broad strategic direction and vision through the school's strategic planning process.
- Contribute to policies and help lead community conversations about key education issues and priorities.
- Ensure the school reflects and responds to the needs, values, and priorities of the local community.
- Oversee the school's annual budget by approving how funds are allocated and monitoring how they are used.
- Identify and advise on the school's physical needs, including buildings, equipment, and facilities.
- Oversee the maintenance and use of school buildings and grounds, including approving work and improvements with Department support when required.
- Approve community use of school facilities outside of school hours.
- Identify fundraising priorities, approve activities, and decide how raised funds are used.
- Decide whether to charge fees for optional materials, programs, or services outside the standard curriculum.
- Determine whether to seek voluntary contributions from families, including the purpose and amount.
- Employ School Support Staff, such as admin or grounds staff, in line with Department approval and the Fair Work Act 2009 (Cth).