

## FORM G: APPRAISAL RECORD

Name \_\_\_\_\_ Experience \_\_\_\_\_ Years

School \_\_\_\_\_ Date \_\_\_\_\_

**SUMMARY APPRAISAL OF THE DEPUTY PRINCIPAL**  
 TO BE COMPLETED BY THE PRINCIPAL,  
 IN CONSULTATION WITH THE  
 CHIEF EDUCATION OFFICER OR NOMINEE  
 AND A STAFF MEMBER

<b>A. Leadership and Management</b>	<b>Comments</b>
1. Shares responsibility for setting tone, upholding, implementing school policy	
2. Upholds acceptable standards of professional conduct and dress	
3. Supports policy on attendance and punctuality	
4. Overseeing, collecting and transmitting of school records in a timely manner	
5. Establishes and maintains systems for handling organisational tasks	
6. Participates in providing in-service training for staff	
7. Assists with the school's timetable including a timetable for alternative supervision e.g. absences and examinations	
<b>B. Curriculum</b>	<b>Comments</b>
1. Assists in developing and evaluating appropriate curriculum with a view to improving the performance of students	
2. Facilitates the implementation of the curriculum	
3. Assumes responsibility for the modification or adaptation of syllabuses to meet the needs of students	

<b>C. Discipline</b>	<b>Comments</b>
1. Promotes professionalism and collegiality among staff	
2. Conceptualises/supports/implements programmes to improve discipline among students	
3. Ensures appropriate procedures for dealing with student discipline and teacher supervision	
<b>D. Pastoral Care</b>	<b>Comments</b>
Ensures the appropriate execution of the school's pastoral care programme	
<b>E. Communication</b>	<b>Comments</b>
1. Promptly makes available circulars and other relevant documents to members of staff	
2. Initiates appropriate conferences with students, parents/guardians, administrators, ancillary personnel and community in accordance with policy	

**Deputy Principal's Comments**

---



---



---



---



---



---



---



---

**General Comment (Other Appraisers)**

---



---



---



---



---



---



---



---

**Principal's Comments**

---

---

---

---

---

---

---

---

---

---

**Principal's/Deputy Principal's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Appraisers' Signatures** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.