

**SUMMARY OF EVALUATION OF THE
SENIOR TEACHER**

(Confidential)

NAME OF TEACHER: _____ **SCHOOL:** _____

STATUS: _____ **EXPERIENCE:** _____ (YRS)

DEPARTMENT: _____

NAMES OF EVALUATION TEAM: _____

**To be completed by the principal/deputy principal/ in
consultation with the Senior Teacher
and a nominated member of Year group/staff**

A. LEADERSHIP AND MANAGEMENT	Comments
1 Shares responsibility for setting tone, implementing school policy	
2 Supports policy on attendance and punctuality for staff and students	
3 Maintains departmental records (produce evidence of such)	
4 Establishes and maintains systems for handling organizational tasks	
5 Encourages and organises in-service training for staff	
B. CURRICULUM	Comments
1. Facilitates the development, implementation and evaluation of the curriculum and appropriate resources.	

C. DISCIPLINE	Comments
1. Establishes appropriate procedure for dealing with student discipline	
2. Conceptualises/supports/implements programmes to improve discipline among students	
D. PASTORAL CARE	Comments
1. Uses appropriate approaches with teachers and students	
2. Conceptualises, supports, implements programmes to improve the psycho-social development of students	
E. COMMUNICATION	Comments
1. Makes circulars and other relevant documents available to members of staff in a timely manner	
2. Initiates appropriate conferences with staff, parents, officials, ancillary personnel and the general public in accordance with policy	

Evaluation Team Signatures

Department/Staff Representation _____ Date _____

Peer (if present) _____ Date _____

