



DEPUTY PRINCIPAL APPRAISAL

SELF REFLECTION

Name:

Position:

School:

Appointment:

Date of Appraisal:

DIRECTIONS FOR COMPLETION

Please complete a self-reflection report using this proforma and return to by

The purpose of the self-reflection report is to describe your perceptions of your past performance in relation to your role description. You are asked to reflect on how your work is progressing in each of the major areas of the Leadership Standards Framework (Catholic Education Office Melbourne) as adopted by Mercy Education Limited.

- ❖ The Faith Community
- ❖ A Vision for the Whole School
- ❖ Teaching and Learning
- ❖ People and Resources
- ❖ Community

Your reflection should also indicate how you demonstrate the following guiding conceptions which should be evident in the actions of all school leaders.

- ❖ Having a clear moral purpose
- ❖ Relationship building
- ❖ Understanding and managing change
- ❖ Creating and sharing knowledge
- ❖ Ensuring coherence and alignment of structures

If you wish, you can find more detail on each of these areas on the Catholic Education Office Melbourne website (www.ceomelb.catholic.edu.au/professional-pathways/leadership-continuum/leadership-standards-framework/)

While your major focus, and hence the emphasis in this reflection, will be on the area for which you are primarily responsible your leadership should be demonstrated across all areas.

In addition, you are asked to reflect on your skills in the area of:

- ❖ Organization, Administration and Communication
- ❖ Any areas specific to your role description which are not included above

It is suggested that you structure your reflection in each of the above categories in stages:

- ❖ Strengths and skills you bring to the role;
- ❖ Achievements during your term of office;
- ❖ Challenges encountered during your term of office;
- ❖ Ideas for change and vision for future years.

It is suggested that each section should be between ½ and 1 page, in length, although the sections more directly relevant to your role may be more extensive if you wish. You may also add a brief summary at the end of your overall performance in the role.

PROFESSIONAL OVERVIEW

To provide background to the appraisal, please provide details of your qualifications, recent professional learning, any published works you have authored or presentations you have given and professional memberships.

Qualification	Institution	Year Obtained

Current Study	Institution	Expected Completion Date

Recent Professional Development Activity	Year

Name of Presentation / Publication	Year

Professional Associations	Year

Previous Positions	Location	Dates

THE FAITH COMMUNITY

- ❖ Strengths and skills you bring to the role;
- ❖ Achievements during your term of office;
- ❖ Challenges encountered during your term of office;
- ❖ Ideas for change and vision for future years.

A VISION FOR THE WHOLE SCHOOL

- ❖ Strengths and skills you bring to the role;
- ❖ Achievements during your term of office;
- ❖ Challenges encountered during your term of office;
- ❖ Ideas for change and vision for future years.

TEACHING AND LEARNING

- ❖ Strengths and skills you bring to the role;
- ❖ Achievements during your term of office;
- ❖ Challenges encountered during your term of office;
- ❖ Ideas for change and vision for future years.

PEOPLE AND RESOURCES

- ❖ Strengths and skills you bring to the role;
- ❖ Achievements during your term of office;
- ❖ Challenges encountered during your term of office;
- ❖ Ideas for change and vision for future years.

COMMUNITY

- ❖ Strengths and skills you bring to the role;
- ❖ Achievements during your term of office;
- ❖ Challenges encountered during your term of office;
- ❖ Ideas for change and vision for future years.

ORGANISATION, ADMINISTRATION AND COMMUNICATION

- ❖ Strengths and skills you bring to the role;
- ❖ Achievements during your term of office;
- ❖ Challenges encountered during your term of office;
- ❖ Ideas for change and vision for future years.

ADDITIONAL AREAS SPECIFIC TO YOUR ROLE

- ❖ Strengths and skills you bring to the role;
- ❖ Achievements during your term of office;
- ❖ Challenges encountered during your term of office;
- ❖ Ideas for change and vision for future years.

SUMMARY