



# DEPUTY PRINCIPAL APPRAISAL SURVEY

You have been selected to offer feedback on XXXX as Deputy Principal at XXXX College by completing the following. This survey is for the information of the appraisal panel only. Your answers will be collated with feedback from several other staff and will therefore be anonymous. No individual will be identified by name or nature of response in feedback to the Deputy Principal. This information will be used to help set goals and objectives for XXXX as a College Leader with the aim of continuing to build their capacity as a leader. If your direct experiences do not enable you to answer any question, please select 'Unable to Comment'.

I ask that you complete this survey by XXXX.

Thank you for your participation in this important aspect of XXXX's professional growth.

XXXX  
Principal

Please tick the appropriate boxes

- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Needs Improvement
- 1 Below Minimal Standards
- NA Unable to Comment

This survey asks you to reflect on how the work of the Deputy Principal is progressing in each of the major areas of the leadership standards of the Catholic Education Office Melbourne.

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

It also asks that you indicate how you believe the Deputy Principal demonstrates 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/](http://www.ceomelb.catholic.edu.au/professional-pathways/leadership-continuum/leadership-standards-framework/))

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

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

1.	<b>THE FAITH COMMUNITY</b>	5	4	3	2	1	NA
1.1	<b>The Catholic identity of the school.</b> The Deputy Principal actively and collaboratively promotes, maintains and enhances the Catholic and Mercy identity of the school.						
1.2	<b>Education in life and faith.</b> The Deputy Principal actively and collaboratively promotes, maintains and enhances an education in faith and opportunities for faith development.						
1.3	<b>Celebration of life and faith.</b> The Deputy Principal actively and collaboratively promotes, maintains and enhances processes for reflection, prayer and liturgical celebration.						
1.4	<b>Action and social justice.</b> The Deputy Principal actively and collaboratively upholds a commitment to social justice and action in the school and wider community.						

Optional Comments (indicate specific achievements or detail areas to be addressed)

2.	<b>A VISION FOR THE WHOLE SCHOOL</b>	5	4	3	2	1	NA
2.1	<b>A vision for teaching and learning.</b> The Deputy Principal actively and collaboratively develops and communicates a whole-school vision that is centred on the guidance and improvement of teaching and learning.						
2.2	<b>A learning culture.</b> The Deputy Principal actively and collaboratively promotes and builds a culture that supports the school’s vision for teaching and learning.						
2.3	<b>Policy and program development.</b> The Deputy Principal plans, strategically and collaboratively, to develop policies and programs that support the school’s vision for teaching and learning.						
2.4	<b>Teacher professionalism.</b> The Deputy Principal actively and collaboratively builds a culture that promotes teacher actions and teacher–student relationships that are appropriate to the vision and mission of the Catholic and Mercy school.						

Optional Comments (indicate specific achievements or detail areas to be addressed)

		5	4	3	2	1	NA
<b>3.</b>	<b>TEACHING AND LEARNING</b>						
3.1	<b>A focus on student learning outcomes.</b> The Deputy Principal actively and collaboratively advocates and ensures a teaching and learning focus on student learning outcomes.						
3.2	<b>Curriculum and assessment.</b> The Deputy Principal actively and collaboratively develops curriculum and assessment policies and programs. They mobilise others to implement these policies.						
3.3	<b>A safe and effective environment for teaching and learning.</b> The Deputy Principal actively and collaboratively cultivates and promotes a safe and effective environment for teaching and learning.						
3.4	<b>Quality teaching.</b> The Deputy Principal is an expert teacher. They actively and collaboratively assist their colleagues to improve teaching practice.						

Optional Comments (indicate specific achievements or detail areas to be addressed)

		5	4	3	2	1	NA
4.	<b>PEOPLE AND RESOURCES</b>						
4.1	<b>Professional learning and development.</b> The Deputy Principal is a learner who actively and collaboratively encourages and supports the professional learning of their colleagues.						
4.2	<b>Staff appraisal and performance review.</b> The Deputy Principal actively and collaboratively promotes, supports and participates in staff appraisal and performance review programs that aim to ensure accountability and improve teaching quality						
4.3	<b>Resources.</b> The Deputy Principal actively and collaboratively selects and organises resources to promote student learning.						
4.4	<b>Wellbeing.</b> The Deputy Principal actively and collaboratively promotes and implements the school's student and staff wellbeing policies and programs.						

Optional Comments (indicate specific achievements or detail areas to be addressed)

5.	<b>COMMUNITY</b>	5	4	3	2	1	NA
5.1	<b>Communication with families.</b> The Deputy Principal actively and collaboratively encourages and facilitates effective communication with families.						
5.2	<b>Partnerships.</b> The Deputy Principal forges partnerships with individuals and groups who can have a positive impact on students' growth and learning.						
5.3	<b>Service to the wider community.</b> The Deputy Principal emulates the models of Jesus Christ and Catherine McAuley in providing service to the wider community.						

Optional Comments (indicate specific achievements or detail areas to be addressed)

6.	<b>GUIDING CONCEPTIONS OF LEADERSHIP</b>	5	4	3	2	1	NA
6.1	Having a clear moral purpose						
6.2	Relationship building						
6.3	Understanding and managing change						
6.4	Creating and sharing knowledge						
6.5	Ensuring coherence and alignment of structures						

Optional Comments (indicate specific achievements or detail areas to be addressed)



7.	<b>ORGANISATION, ADMINISTRATION AND COMMUNICATION</b>	5	4	3	2	1	NA
7.1	Good communication skills						
7.2	Management of requests in a timely fashion						
7.3	Organisation of meetings including agenda and minutes						
7.4	Organisation of information evenings						

Optional Comments (indicate specific achievements or detail areas to be addressed)

8.	<b>AREAS SPECIFIC TO THE ROLE DESCRIPTION</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
8.1	<i>To be completed by the school if required</i>						
8.2	<i>To be completed by the school if required</i>						
8.3	<i>To be completed by the school if required</i>						
8.4	<i>To be completed by the school if required</i>						
8.5	<i>To be completed by the school if required</i>						

Optional Comments (indicate specific achievements or detail areas to be addressed)

9. Please identify some things that the Deputy Principal does as a leader which support you in your work.

Please identify some areas in which the Deputy Principal could become a better leader

.....  
**Name of person completing survey**

.....  
**Position at College**

.....  
**Date**