

3.06A

MERCY EDUCATION POLICY 3.06A APPRAISAL OF DEPUTY PRINCIPALS

Rationale:

Mercy Education shares responsibility with the Principal for the professional growth of Deputy Principals and accountability to the community for their professional performance. In discharging this responsibility it demonstrates the Mercy values of *justice, courage, compassion, respect and service*.

Definition:

A Deputy Principal is a senior leader in the College who takes the place of the Principal when the latter is unavailable for any reason.

Policy Statement:

- A01 The appraisal of Deputy Principals is viewed as one element of a continuum involving annual review of leadership goals and articulation of priorities.
- A02 The purposes of Deputy Principal Appraisal are:
- To facilitate the process of reflection by the Deputy Principal upon their leadership and provide them with helpful feedback to enable professional growth
 - To confirm and affirm the work of the Deputy Principal
 - To identify areas in performance requiring further development and assist in the development of future leadership goals
 - To inform decisions about the Deputy Principal's professional learning and career planning
 - To provide a means by which the Deputy Principal is accountable to their College and Mercy Education

In addition, the purpose of a Formal Appraisal is to evaluate the performance of the Deputy Principal over the period of the appointment, taking particular account of the progress made towards the adoption of the recommendations and goals in the annual leadership goal-setting process and from any former Appraisal. The Formal Appraisal report is one element that may inform the Principal in consideration of re-appointment of the Deputy Principal for a further term.

- A03 Appraisal schedules are according to local Catholic Education authorities guidelines where provided and related to the individual State's tenure of appointment.
- A04 Reappointment to second contracts (all States) and third contracts (in WA and SA only) is subject to successful appraisals.
- A05 The key areas covered by the appraisal of Deputy Principals encompass all aspects of school life and operation.
- A06 A key element of the Appraisal is completion of a self reflection report by the Deputy Principal, in which they describe their perception of their achievements, strengths and challenges and ideas for development during the period under review. The focus should be on achievement of goals set in any previous Appraisal and from annual review meetings.
- A07 The final Appraisal report is distributed to the Deputy Principal, the Principal and the Board of Mercy Education.
- A08 Confidentiality on the part of all the panel members and any other person involved in the process of appraisal is paramount.
- A09 Appraisal processes will be equitable and transparent, criterion based and consistent with Commonwealth and State legislation

Associated Procedures:

Procedure 3.06B: Appraisal of Deputy Principals

Related Documents:

Survey Instrument for use in Appraisal of Deputy Principals

Self Reflection for Appraisal of Deputy Principals

Policy 3.05A: Appointment of Deputy Principals in Mercy Schools

Review History

2016

Next Review

2017