PRINCIPAL
PERFORMANCE REVIEW

PROFORMA FOR THE
SELF-REFLECTION REPORT

Please tick relevant stage:
First Stage Review
Second Stage Review

SCHOOL: __________________________________________

PRINCIPAL: _________________________________________

DATE: _____________________________________________

Panel Chair: ________________________________
Mercy Education Nominee: _________________________
Principal Nominee: _______________________________

Date: ____________________________________________

Revised August 2011
Updated December 2015

Mercy Education Limited
**DIRECTIONS FOR ASSISTANCE**

The purpose of the self-reflection report is to describe your perceptions of your performance since appointment and of your vision and strategic planning for the immediate future. Such perceptions should address these key areas of leadership under which agreed leadership goals have been developed and reviewed.

The Framework for the First and Second Stage of Principal Review has been developed by Mercy Education Limited using insights from current research in the field of educational leadership. The Framework articulates particular dimensions of leadership under key areas and provides an opportunity for Principals to reflect on these important areas within the Catholic school context.

If preparing for the second stage review, you are encouraged to refer to the vision and strategic plans you outlined in your first stage review and the recommendations of that review, as well as to identify any other relevant matters. Once completed, please forward an electronic copy of the self-reflection report to the Chief Executive one week prior to the meeting at the school.

**Framework for First and Second Stage Principal Review**

**KEY AREAS OF LEADERSHIP**

**FAITH**
- nurturing the College as a Gospel community which shares in the educative mission of the Church;
- promoting and nurturing the Mercy ethos of the College.

**STRATEGY**
- identifying and implementing a strategic direction for the College;
- engaging with the College Advisory Council.

**EDUCATION**
- developing a culture which supports the ongoing professional learning of all staff;
- contributing to and overseeing the development of high quality learning and teaching programs;
- ensuring appropriate educational resources are provided to support the learning and teaching programs.

**ORGANISATION**
- developing, monitoring and reviewing all College policies and procedures;
- facilitating appropriate structures and networks for effective communication and decision-making within the College community;
- ensuring that appropriate accountability requirements with external agencies including Mercy Education Limited, Diocesan Offices & Commissions, Statutory Bodies and governments are met.

**INTERPERSONAL**
- pastoral care and welfare of staff;
- staffing and staff relations;
- pastoral care and welfare of students;
- relationships with parents and the wider College community.

**RESOURCE MANAGEMENT**
- financial management,
- management of physical facilities, buildings and grounds.

**GOVERNANCE**
- working relationship with Mercy Education Limited Board, Executive Staff and Institute Leader and Council.
- understanding and implementation of Mercy Education Limited policies and processes relating to McAuley Property Ltd, legal issues, capital development, financial management and appointment of senior staff;
- Working relationship with the Chair and members of College Advisory Council.

**DEVELOPMENT OF YOUR OWN LEADERSHIP CAPABILITIES**
- taking time to focus on personal development;
- undertaking appropriate professional development;
- attending to the need for reflective space, enrichment, mentoring and supervision.
PROFESSIONAL OVERVIEW
Prior to completing the self-reflection report and to assist the Panel members in being aware of studies and professional learnings you have undertaken, would you please complete the following section on Professional Overview.

**FORMAL EDUCATIONAL QUALIFICATIONS & CURRENT STUDIES:**

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**MERCY EDUCATION EXPERIENCE:**

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**RECENT PROFESSIONAL DEVELOPMENT UNDERTAKEN:**

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PRESENTATIONS/PUBLICATIONS:

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PROFESSIONAL MEMBERSHIPS:

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CURRENT PARISH/CHURCH INVOLVEMENT:

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Other relevant information:

__________________________________________________________________
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FAITH LEADERSHIP

Reflection

Summary of significant Achievements/Contributions

Areas for Development/Improvement
STRATEGIC LEADERSHIP
Reflection

Summary of significant Achievements/Contributions

Areas for Development/Improvement
EDUCATIONAL LEADERSHIP

Reflection

Summary of significant Achievements/Contributions

Areas for Development/Improvement
ORGANISATIONAL LEADERSHIP

Reflection

Summary of significant Achievements/Contributions

Areas for Development/Improvement
INTERPERSONAL LEADERSHIP

Reflection

Summary of significant Achievements/Contributions

Areas for Development/Improvement
RESOURCE MANAGEMENT LEADERSHIP

Reflection

Summary of significant Achievements/Contributions

Areas for Development/Improvement
GOVERNANCE
Reflection

Summary of significant Achievements/Contributions

Areas for Development/Improvement
DEVELOPMENT OF YOUR OWN LEADERSHIP CAPABILITIES

Reflection

Summary of significant Achievements/Contributions

Areas for Development/Improvement
ANY OTHER ASPECTS OF YOUR LEADERSHIP ON WHICH YOU WISH TO REFLECT

Reflection

Summary of significant Achievements/Contributions

Areas for Development/Improvement