

# APPRAISAL OF DEPUTY PRINCIPALS

## PROFORMA FOR THE SELF-REFLECTION REPORT

**DEPUTY PRINCIPAL :** .....

First appointed: .....

**SCHOOL:** .....

**TYPE OF REVIEW**       **Formative**                       **Summative**

**DATE OF REVIEW**      .....                      .....  
Deputy Principal's signature

**MEMBERS OF PANEL:**  
Mercy Education Board nominee .....

Principal or nominee .....

Deputy Principal's nominee .....

## **DIRECTIONS FOR ASSISTANCE**

Please complete a self-reflection report using this proforma and distribute copies of the completed report to the members of the appraisal panel **prior** to the interview phase of the process.

The purpose of the self-reflection report is to describe your perceptions of your past performance in relation to the role description. You are asked to reflect on how your work is going in each of the major areas, highlighting your strengths and relationships, noting challenges encountered and expressing your vision for the next few years. Such perceptions should address, but not be limited to, the key areas of leadership outlined below.

This proforma is presented to allow reflection in three stages:

- *Strengths and skills you bring and your past performance;*
- *Achievements accomplished and challenges encountered;*
- *Ideas for change and vision for future years.*

Key areas may be addressed in common groupings as suggested in this proforma, or isolated and addressed separately. A blank heading page, which may be copied or emailed, is provided for this purpose.

## **KEY AREAS**

- ❖ The Religious dimension of the college
- ❖ Leadership style and communication – written and spoken
- ❖ Curriculum and educational leadership
- ❖ Pastoral care for students and relationship with parents
- ❖ Relationship with the principal
- ❖ Provision of support for staff and staff relations
- ❖ Administration and organisation
- ❖ Any other information in relation to the role of the deputy principal.

## **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.



**PRESENTATIONS/PUBLICATIONS:**

NAME OF PUBLICATION	YEAR PUBLISHED

**PROFESSIONAL MEMBERSHIPS:**

ASSOCIATIONS	YEAR

**CURRENT PARISH/CHURCH INVOLVEMENT:**

PARISH/CHURCH	INVOLVEMENT

**Other relevant information:**

---

---

---

---

---













