Mercy Education

PRINCIPAL PERFORMANCE REVIEW

PROFORMA FOR THE SELF-REFLECTION REPORT

Please tick relevant stage -

First Stage Review (Year 3) ☐

Second Stage Review (Year 6) ☐

SCHOOL: ……..

PRINCIPAL: ……..

Name of Principal: ……. Date: …….

Revised August 2011
Updated February 2012
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 distribute copies of the self-reflection report to Panel members one week **prior** to the meeting at the school.

FRAMEWORK FOR FIRST AND SECOND STAGE PRINCIPAL REVIEW
KEY AREAS OF LEADERSHIP

FAITH LEADERSHIP

- 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.

STRATEGIC LEADERSHIP

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

EDUCATION LEADERSHIP

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

ORGANIZATION LEADERSHIP

- 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, CECV, CEO, VRQA and governments are met.

INTERPERSONAL LEADERSHIP

- 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 LEADERSHIP

- financial management,
- management of physical facilities, buildings and grounds.

GOVERNANCE

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

PROFESSIONAL OVERVIEW

FORMAL EDUCATIONAL QUALIFICATIONS & CURRENT STUDIES:

QUALIFICATION	YEAR COMPLETED

MERCY EDUCATION EXPERIENCE:

SCHOOL OR PROGRAM/SEMINAR	YEAR

RECENT PROFESSIONAL DEVELOPMENT UNDERTAKEN:

PROFESSIONAL DEVELOPMENT	YEAR

PRESENTATIONS/PUBLICATIONS:

NAME OF PUBLICATION	YEAR PUBLISHED

PROFESSIONAL MEMBERSHIPS:

ASSOCIATIONS	YEAR

CURRENT PARISH/CHURCH INVOLVEMENT:

PARISH/CHURCH	INVOLVEMENT

Other relevant information:

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 YOU WISH TO REFLECT UPON

Reflection

……

……

……

……

……

……

……

……

……

……

……

……

Summary of significant Achievements/Contributions

……

……

……

……

……

……

……

……

……

……

……

……

……

……

Areas for Development/Improvement

……

……

……

……