

# P3 Teaching Staff

- A. Correspondent → Staff
- B. Principal → Staff
- C. Staff → Staff (Self)
- D. Parents → Staff
- E. Parents → Staff

Scale:

Strongly Disagree – Disagree/Poor – Somewhat Agree/Fair – Agree/Good – Strongly Agree/Excellent

## A. Appraisal of Staff by the Rector/Correspondent

1. Relationship with other academic staff (**Poor -- Excellent**)
2. Relationship with administrative staff
3. Relationship with pupils
4. Superior-subordinate relationship
5. Accepts additional responsibility willingly
6. Communication skills
7. Ability to motivate others Excellent
8. Follows up the weak students systematically
9. Handles tough students with able tact – follows preventive system
10. Knows and teaches her/his subject content well
11. Submits lesson well-prepared lesson plan on time
12. Exemplary in her/his dedication to achieving the goals of the school
13. Student-centred and self-sacrificing towards them
14. Positive influence on the staff ethos
15. Comes forward to share her/his ideas for the betterment of the school
16. Respectful of the good name of other staff and avoids gossiping
17. Abides by the code of conduct drawn up for staff
18. Leadership qualities, especially those Salesian in nature
19. Response to constructive criticism from Management

## B. Appraisal of Staff by the Principal/Headmaster

1. Relationship with other academic staff (**Poor -- Excellent**)
2. Relationship with administrative staff
3. Relationship with pupils
4. Superior-subordinate relationship
5. Cooperation with the Principal
6. Acceptance of responsibility
7. Punctual in completion and submission of school works
8. Communication skills
9. Ability to motivate others
10. Participation in co-curricular activities
11. Checking students work at regular intervals
12. Systematic follow-up of weak students
13. Personal and work-station neatness and orderliness
14. Response to constructive criticism from Management
15. Handling tough students with able tact
16. Following the preventive system strictly
17. Reporting to work on time
18. General attendance to work
19. Encouragement of appropriate student behaviour and class participation
20. Moving systematically around room during class
21. Pacing of lesson to meet student needs

22. Submission of well-prepared lesson plan on time
23. Use of appropriate discipline where necessary
24. Conducting tests regularly and their timely correction.
25. Makes timely use of teaching aids.

### **3. Self-Appraisal of Staff (Strongly Disagree --- Strongly Agree)**

1. I approach my lessons and class with enthusiasm.
2. I encourage my students with praise, commendation and constructive criticism.
3. I try to involve every pupil in the classroom activity.
4. I use varied and effective methods of presentation appropriate to the content.
5. I give regular homework assignments and correct them regularly.
6. I regularly ask for student feedback and have improved my teaching.
7. I encourage self-discipline in class and minimize the use of fear as motivator for discipline.
8. I keep accurate record of my students' progress.
9. I participated with interest this year in Faculty Development courses to improve myself.
10. I am considered a helpful colleague by my co-staff.
11. I am discreet in discussing problems of a personal nature regarding management, staff or students.
12. I discourage harmful gossip and chronic complaining in the staff room.
13. I try to ensure that rewards and punishments used in class are situation appropriate.
14. I maintain a healthy collaborative relationship with parents especially of the weak students.
15. I am enthusiastic to assist at school programmes whenever necessary.
16. I devote extra time to follow up the weak students personally.
17. I show concern for the total welfare of my students beyond just academics.
18. I offer constructive feedback to the Principal and Management for the improvement of the school.
19. I follow the principles of the Don Bosco system of education positively.
20. I guide and motivate the students to be good citizens.
21. I embody the values that I propose to the students.

### **4. Appraisal of Staff by Students**

1. Teacher is always prepared for class. **(Strongly Disagree --- Strongly Agree)**
2. My teacher likes teaching his/her subject.
3. Teacher knows his/her subject well.
4. Teacher explains difficult things clearly.
5. My teacher explains in a way that I can understand.
6. My teacher is always on time for the class.
7. My teacher exhibits good communication skills.
8. Teacher is organized and neat. Properly dressed.
9. Teacher keeps the class busy and doesn't waste time.
10. Teacher plans class time and assignments that help students to problem solve and think critically.
11. Teacher has clear classroom procedures so students don't waste time.
12. My teacher is fair when correcting us and grades fairly.
13. Teacher is clear in giving directions and on explaining what is expected on assignments and tests.
14. Teacher conducts group activities and class tests regularly.
15. Teacher corrects my classwork and homework in a timely manner. Gives good feedback on homework and projects.
16. My teacher's classes are interesting and engaging.
17. My teacher conducts interesting classroom discussions.
18. My teacher guides and motivates us to be good citizens.

19. Teacher provides activities that make subject matter meaningful. Teacher is creative in developing activities and lessons.
20. Teacher encourages students to speak up and be active in the class.
21. How well does the teacher model the core values through how he/she behaves with students and with other staff persons.
22. Teacher follows through on what he/she says. You can count on the teacher's word.
23. Teacher has a good rapport with the class.
24. Teacher's words and actions match. I trust this teacher.
25. Teacher listens and understands students' point of view; he/she may not agree, but students feel understood.
26. Teacher respects the opinions and decisions of students.
27. Teacher is willing to accept responsibility for his/her own mistakes.
28. Teacher is willing to learn from students.
29. Teacher is sensitive to the needs of students. Teacher readily helps you when you ask for help.
30. Teacher cares for me and clears my doubts.
31. Teacher helps me to correct my mistakes with positive advise and comments.
32. Teacher uses various interesting teaching resources like charts, ppts, videos, etc.
33. Teacher makes timely use of teaching aids.
34. Teacher is most often seated in class and doesn't move around.
35. Teacher tries to model what teacher expects of students.
36. Teacher is fair and firm in discipline without being too strict and maintains class control.
37. What is one thing that your teacher does well? .....
38. What is one thing that you can suggest to help this teacher improve? .....

#### 5. Appraisal of Staff by Parent

1. Teacher is good at his/her subject. **(Strongly Disagree --- strongly Agree)**
2. Teacher explains in a way that my child can understand.
3. Teacher plans assignments that help students to problem solve and think critically.
4. Teacher is flexible in accommodating for individual student needs.
5. Teacher is fair and grades fairly.
6. Teacher is clear in giving directions and on explaining what is expected on assignments and tests.
7. Teacher returns homework in a timely manner. Gives good feedback on homework and projects.
8. Teacher checks and corrects classwork at regular intervals.
9. Teacher is quite strict and uses appropriate discipline when necessary.
10. Teacher guides and motivates students to be good citizens.
11. Teacher encourages students to take up responsibility and leadership.
12. I trust this teacher.
13. Teacher listens to and respects opinions of parents.
14. Teacher helps me to understand my child better.
15. Teacher is sensitive to the needs of students. Teacher helps you when students ask for help.
16. What is one thing that your child's teacher does well? .....
17. What is one thing that you can suggest to help this teacher improve? .....

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