

P2 The Principal/Headmaster

- A. Rector → Principal
- B. Staff → Principal
- C. Students → Principal
- D. Parents → Principal

Scale: **Strongly Disagree** – **Disagree** – **Somewhat Agree** – **Agree** – **Strongly Agree**

A. Appraisal of Principal by Rector/Correspondent

1. He follows up of students' academic and overall progress
2. Ensures that good teaching takes place in the school
3. Has regular, purposeful staff meetings
4. Has an open attitude toward teacher-initiated change
5. Demonstrates initiative and persistence in accomplishing the expectations of the Education Ministry & the Province
6. Keeps himself updated on the changes and developments in the sector of school education
7. Is patient, understanding, considerate and courteous to students, staff and parents
8. Acts as a resource person for ongoing professional growth of staff
9. Supervises the planning, implementation and evaluation of the curriculum plan of the school
10. Ensures that students experiencing learning difficulty receive the necessary assistance and follow-up
11. Ensure that assessment of students is conducted fairly and professionally
12. Conducts impartial performance appraisals for personal and professional growth of staff
13. Fosters mutual respect among all staff members
14. Provides clear expectations for staff morale
15. Encourages all staff to share in extra responsibilities
16. Promotes an atmosphere of team work and collaboration among staff
17. Is knowledgeable of the abilities and interests of staff
18. Is available for consultation and discussion of various topics
19. Has clear short-term and long-term goals for the school
20. Maintains healthy discipline in the campus
21. Ensures that the school community provides a welcoming environment to both students and parents
22. Encourages volunteerism among staff and students
23. Follows and upholds the preventive system
24. His leadership is consistent with the School's mission statement
25. He attends conferences and seminars to gain knowledge on current educational trends
26. He follows up and maintains up-to-date school records and documentation
27. The principal has a special predilection for the well-to-do students and their families
28. The principal maintains a cordial relationship with officers from the Educational Department
29. The principal is prompt in responding to circulars from the Educational department
30. The principal is prompt in responding to circulars from the Province departments
31. He constantly and efficiently supervises the efficiency of classroom instruction and co-curricular and extra-curricular programmes
32. The principal is regularly absent from school
33. The principal sets a good example for punctuality
34. He is self-sacrificing and service-minded
35. He follows the pedagogy of presence faithfully
36. He communicates with and consults the Rector and the Council on all important school matters
37. He is financially transparent and has a simple life-style

38. He conducts in-depth analysis of student assessment data in order to identify and rectify drawbacks in the process of teaching and learning.
39. He involves the EPCC in planning, execution and evaluation of the EPP
40. Truly concerned about the deserving poor students and follows them up closely
41. Uses the analysis of assessment data to track progress and develop plans to accelerate student progress
42. The Principal monopolises the organisation of the school without seeking due permission/advice from the Rector and Council
43. Models and effectively leads and guides subject teachers to improve their teaching skills
44. *Models good teaching*, drive great teaching and foster excellence amongst teachers
45. Has been innovative in improving teaching and learning at school
46. He is overly concerned about creating an “image” of excellence than striving for overall excellence
47. Principal’s self-evaluation is overly positive and does not reflect the level of progress taking place
48. Principal consults and seeks the Rector/Correspondent and the Council’s permission whenever necessary
49. He is proactive rather than reactive in making school decisions
50. He plans and establishes a school improvement plan with staff and House Council

B. Appraisal of Principal by Staff

1. The principal strives to know each student (at least 11th and 12th) as an individual
2. The principal creates a climate where teachers feel free to talk to the Principal about school problems
3. The principal promotes a sense of community among the staff of the school
4. The principal displays leadership in improving the quality of educational programs
5. He holds regular, purposeful staff meetings
6. The principal follows up closely students’ growth
7. The principal closely monitors teacher performance and offers constructive feedback for improvement
8. The principal considers what is best for the students when making decisions affecting educational programs
9. The principal ensures that the school’s goals are made known and made their own by staff
10. He is proactive rather than reactive in making decisions for the school
11. Encourages all staff to share in extra responsibilities
12. The principal leads by example in working toward the achievement of goals
13. The principal creates an atmosphere of fear and insecurity among the staff
14. The principal sets a good example for punctuality
15. The principal takes a strong interest in the professional development of his staff
16. The principal is unbiased and objective in recruiting new staff
17. He proactively encourages involvement of teachers in school decision-making
18. He does things that make it pleasant to be on staff
19. He is available for consultation and discussion of various topics
20. He plans and establishes a School Improvement Plan along with staff and other stakeholders
21. He is often absent from the school
22. He is self-sacrificing and service-minded
23. Models and effectively leads and guides subject teachers to improve their teaching skills
24. He is proactive rather than reactive in making school decisions
25. He conducts in-depth analysis of student assessment data in order to identify whether students are making enough progress
26. He maintains healthy discipline in the campus
27. Has been innovative in improving teaching and learning at school
28. As principal he is able to model what good classroom teaching looks like

29. There is great team-spirit among the Salesian fathers and brothers
30. Introduces innovative and creative pedagogical programmes for the development of the students and duly evaluates their effectiveness
31. He is willing to delegate decision-making to staff
32. He is a faithful follower of the principles and ideologies of St. John Bosco
33. The things I like most...
34. The one thing I would most like to "fix":

C. Appraisal of Principal by Students

1. The principal considers what is best for the students when making decisions about school programmes
2. The principal is approachable and friendly, but at the same time strict when it matters
3. The principal enjoys good cooperation from the staff
4. The principal tries to know each student as an individual (at least the seniors)
5. The principal can be seen often on rounds during class time and breaks
6. The principal's talks and advice are informative, helpful and motivating
7. The principal and the school provides opportunities to develop my extra-curricular talents and abilities
8. The principal means business when it comes to our academic success
9. He regularly visits my class and does class observation and asks for our feedback
10. The principal offers opportunities to develop our leadership qualities
11. The principal is respectful towards the staff and parents
12. He maintains healthy discipline in the campus
13. The principal is serious about discipline and good conduct of students
14. The principal is a good, simple and spiritual person
15. The thing I like best about my school is...
16. The one thing I would most like to be changed is...
17. He is very friendly only with the wealthy and influential students and parents
18. He corrects more than punishes when students are caught misbehaving
19. I consider him a role model in leadership
20. He has introduced positive changes for the growth of the school
21. There is great team-spirit among the Principal-Rector-Administrator
22. He is a faithful follower of St. John Bosco

D. Appraisal of Principal by Parents

1. The Principal's leadership is consistent with the School's mission statement
2. The principal strives to know each student as an individual
3. He has made sure that the goals of the school are made known to parents
4. He displays leadership in improving the quality of the educational programme
5. The Principal and the school foster respect for parents, elders and the nation in my child
6. The principal considers "what is best for the students" when making decisions
7. When contacting the Principal, I was comfortable speaking with him
8. As a parent, I feel that the principal and the school fulfil my expectations
9. The Principal provides adequate information from the school about my child's achievements and behaviour.
10. He is overly concerned about creating an "image" of excellence than striving for overall excellence
11. The principal ensures a safe and clean school environment
12. The principal has introduced positive changes for the betterment of the school
13. The things I like best about my child's school is...
14. The one thing I would most like to "fix":
