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**QMS WORK-PLAN (PL3 Deputy Principal): Year …………….**

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| **NAME** |  | **SCHOOL** |  |
| **PERIOD** |  | **DESIGNATION** | **Deputy Principal** |

| **Performance Standard** | **KEY ACTIVITIES** | **TARGETS** | **TIME-**  **FRAME** | **PERFORMANCE INDICATORS** | **CONTEXTUAL FACTORS** | **PROGRESS** |
| --- | --- | --- | --- | --- | --- | --- |
| **1. Leading the learning school.** |  |  |  |  |  |  |
| **2. Shaping the direction and development of the school.** |  |  |  |  |  |  |
| **3. Managing quality and securing accountability.** |  |  |  |  |  |  |
| **4. Developing and empowering self and others.** |  |  |  |  |  |  |
| **5. Managing the school as an organisation.** |  |  |  |  |  |  |
| **6. Managing human resources (staff) in the school.** |  |  |  |  |  |  |
| **7. Management and advocacy of extra-mural activities.** |  |  |  |  |  |  |

AGREED (SIGNATURES):

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| **Appraisee (Deputy Principal)** |  | **DATE** |  |

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| **Appraiser ( Principal)** |  | **DATE** |  |

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| DISTRICT STAMP |