**QMS WORK-PLAN (PL 4: Principal): Year ……………. Annexure D 1**

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

| **PERFORMANCE STANDARD** | **KEY ACTIVITIES** | **TARGETS** | **TIME- FRAME** | **PERFORMANCE INDICATORS** | **CONTEXTUAL FACTORS** |
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| 1. **Leading the learning school**
 | *Criterion 2: Support for the learning school* | Choose an item. |  | Choose an item. |  |  |
| 1. **Shaping the direction and development of the school**
 | *Criterion 1: Planning* | Choose an item. |  | Choose an item. |  |  |
| *Criterion 2: School Governing Body and the broader school community* | Choose an item. |  | Choose an item. |  |  |
| 1. **Managing quality and securing accountability**
 | *Criterion 1: Securing accountability* | Choose an item. |  | Choose an item. |  |  |
| *Criterion 2: Managing the quality of teaching and learning* | Choose an item. |  | Choose an item. |  |  |
| 1. **Developing and empowering self and others**
 | *Criterion 1: Staff* | Choose an item. |  | Choose an item. |  |  |
| *Criterion 2: Self* | Choose an item. |  | Choose an item. |  |  |
| 1. **Managing the school as an organization**
 | *Criterion 1: Financial Management* | Choose an item. |  | Choose an item. |  |  |
| *Criterion 2: General institutional management and administration* | Choose an item. |  | Choose an item. |  |  |
| *Criterion 3: Management of infrastructure* | Choose an item. |  | Choose an item. |  |  |
| 1. **Managing human resources (staff) in the school**
 | *Criterion 1: Managing human* resources (educators and support staff) in the school | Choose an item. |  | Choose an item. |  |  |
| 1. **Management and advocacy of extra-mural activities**
 | *Criterion 1: Management and advocacy of extra-mural activities* | Choose an item. |  | Choose an item. |  |  |

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| **PERFORMANCE STANDARD 7** | **Management and advocacy of extra-mural activities** |
| **Select *4 descriptors for mid-year and annual appraisal*** | **Yes/No** |
| a)    Ensures that the school offers extra-mural activities to its learners | Choose an item. |
| b)    Encourages and supports learners to take part in extra-mural activities | Choose an item. |
| c)    Ensures educator participation in extra-mural activities | Choose an item. |
| d)    Oversees organisation of extra-mural activities | Choose an item. |
| e)    Involves community with extra-mural activities, where applicable | Choose an item. |

**AGREED (Signatures):**

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| **Name** | **Designation** | **Signature** | **Date** |
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| **District Stamp** |