**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** |