



GOVERNMENT OF SĀMOA
MINISTRY OF EDUCATION & CULTURE

P.O. Box 1869, Apia, SĀMOA Telephone (0685) 64601/64602 Facsimile (0685) 64664 Email Address: education@mesc.gov.ws

Form 2: QAPA Evaluation Form - School Leader

Appraiser – School Inspector

First Name:	Last Name:	Employment #:
Position:	Gender: male / female	Commencement Date: QAPA Date:
School:	School District:	Telephone #: Email address:

Tick your choice of providing quality education in the corresponding column according to the scale provided:
1- Below Competent, 2-Adequately Competence, 3-Expected Competence, 4-Highly Competent

Key Professional Practice Area 1: Moral Stewardship						
Standards	Key Performance Indicators	1	2	3	4	Evidence and Comments
1. Guide the development and implementation of shared values, vision, mission and goals to support learning and achievement of all students.	a) Collaborates with school's stakeholders in the development of the school's vision, mission and goals.					
	b) Coordinates efforts to implement a vision for the school that defines desired results of improved and high learning achievement for all students.					

	c) Motivates staff and students to demonstrate consistent values and positive behaviour aligned to the school's vision and mission and model all such ethical values and behaviour.					
2. Articulates the process of decision-making using an ethical framework based on the moral purpose and direction of the school	(a) Ensures that the school's identity, vision and mission drive school decisions.					
	(b) Conducts difficult but crucial conversations with staff and parents on a timely manner based on students' performance to ensure the improvement of students learning.					
	(c) Implements rules and regulations to ensure the protection of instructional time.					
Key Professional Practice Area 2: Leading Teaching and Learning						
3. Plan strategically to ensure that the school has a flexible and diverse curriculum supported by creative and responsive teaching and learning approaches within an environment that is conducive to learning.	a) Achieves a safe, clean and orderly learning environment for all students/children.					
	b) Works with staff to implement a framework of activities that includes a relevant curriculum for all students, teaching practice that is based on research information and effective practice and high expectations for all students.					
	c) Implements student interventions that differentiate instruction based on student needs.					

4. Ensure that there is an effective learning and assessment framework that uses data, benchmarking and observations to monitor the progress of every child's learning while at the same time keeping a school wide focus on student achievement.	a) Creates a continuous cycle of improvement that uses multiple forms of data and students work samples to support individual, group and school wide improvement goals, identify and address areas of improvement and celebrate success.					
5. Encourage good performance and challenge underperformance at all levels and support teachers to make effective interventions and corrective measures to enable all students to engage in learning and achieve to the best of their abilities.	a) Encourages teacher sharing and collaboration on interventions to improve student learning.					
	b) Models and promote respect for all students irrespective of backgrounds and support their learning.					
	c) Appraises the teacher based on the registered teacher standards and provide hands on advice to support their teaching.					
	d) Encourages teachers to try out new ideas of teaching and share results.					
	e) Promotes and implement instructional technology in the learning environment.					

Key Professional Practice Area 3: Leading Management of the School

6. Ensure that the school's organisational structure and processes reflect the school's values, vision and mission and in line with legislative and policy requirements.	a) Works collaboratively with teachers and school committee to develop the school improvement plan and implement through annual management plans to ensure continuous improvement of student achievement.					
	b) Collaborates with staff to allocate personnel, time, material and learning resources to achieve all school improvement targets.					
7. Ensure that funds from SFGS and other sources are managed efficiently and in a transparent manner to support teaching and learning and ensure that the annual school budget is integrated and aligned with learning priorities.	a) Ensures compliance with all requirements for financial and other resources management.					
	b) Ensures the timely preparation and submission of all school reports to parents, school committees, the MESG or other administrative authorities.					
8. Continuously support, monitor and evaluate staff and their performance to support the implementation of strategic plans and to improve the quality of education and learning outcomes of all students.	a) Develops systems and structures for staff professional development and sharing of effective practices including providing and protecting time allocated for professional development.					
	b) Evaluates the effectiveness of instruction and of individual teachers by conducting frequent formal and informal observations and providing timely feedback on instruction to teachers.					

9. Manage staff and physical resources in a positive environment of trust through consultation and delegation and equitable distribution of workload to achieve the school's goals and priorities.	a) Creates a happy and safe learning environment that builds staff and students self-confidence and enhances achievement.					
	b) Develops a staff capability and delegate responsibility to create a culture of shared leadership in the school community.					
	c) Maintains a system of efficient staff and student data and information.					
Key Professional Practice Area 4: Leading Engagement and Working with the Community						
10. Ensure engagement with the community through effective structures and processes for liaison and consultation to ensure that all students are at school; that the community participates in students learning and actively seek feedback about students learning from parents and the community and their ambition for education.	a) Develops strategies and structures with the community and other partners to: • develop a sense of shared purpose between the school and the community • support students learning and personal development, • support the school's fund-raising activities • provide fora for discussing expectations and aspirations for the achievement of their children.					
11. Create and maintain effective partnerships with parents and the community to support students' personal development and achievement. Co-operate	a) Represents and advocate for the school in wider forums to achieve optimal learning for students, staff and community.					

and work with relevant agencies to protect and support children and young people.	b) Maintains effective partnerships with relevant agencies to support student health, social development and protection.					
---	--	--	--	--	--	--

School Leader Full Name: _____ *(please print name clearly)*

School Leader Signature: _____

Date: ____/____/____

School Inspector Full Name: _____ *(please print name clearly)*

School Inspector Signature: _____
(to verify)

Date: ____/____/____

Team Leader Full Name: _____ *(please print name clearly)*

Team Leader Signature: _____

Date: ____/____/____