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| GDE Logo 2011-01-09  **DEPUTY PRINCIPAL MONITORING TOOL**  **School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District: Johannesburg Central D14**  **Name of Deputy principal** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **MASTER FILE / WORKING CURRICULUM MANAGEMENT GRADE 1 – 12** | | | | |
| **Performance Indicators** | **RED** | **AMBER** | **GREEN** | **Comments/Answer must be fully substantiated** |
| **SECTION A: MASTER FILE** | | | |  |
| 1. **Does the Master file have the following?** |  |  |  |  |
| 1.1 School Year Plan |  |  |  |  |
| 1.[2 Educator Profile](Educators%20Profile.docx) |  |  |  |  |
| 1.3 **Educator Workloads**  1.3.1 Composite Time Table  1.3.2 Notional Time |  |  |  |  |
| * 1. School Assessment Plan |  |  |  |  |
| * 1. **Assessment Policy Documents**      1. NPA      2. NPPPPR      3. Assessment Guidelines      4. Exam Instructions |  |  |  |  |
| 1.6 Predictability Frame work policy document |  |  |  |  |
| 1.7 APIP |  |  |  |  |
| 1.8 LTSM Policy |  |  |  |  |
| 1.9 Inventory List |  |  |  |  |
| 1.10 Departmental Circulars |  |  |  |  |
| 1.11 District Reports |  |  |  |  |
| **SECTION B : CURRICULUM MANAGEMENT** | | | | |
| 1. **Does the HOD has the the following in his/her curriculum management file?** |  |  |  |  |
| * 1. Curriculum Management Plan |  |  |  |  |
| * 1. SMT Minutes |  |  |  |  |
| * 1. **HOD Reports**      1. Curriculum Coverage      2. SBA Completion      3. Learner performance      4. Progress learners |  |  |  |  |
| * 1. **Target Setting**      1. School Performance      2. Subject Performance |  |  |  |  |
| * 1. HOD Class Visit report |  |  |  |  |
| 2.6 Progress on APIP |  |  |  |  |
| * 1. **Curriculum Management Tools**      1. Curriculum Coverage   2.7.2 SBA Completion   * + 1. Pre-post Moderation   2.7.4 Catch-up Programme   * + 1. Classroom visits     2. Lesson Plans     3. Diagnostically & statistical analysis tool     4. [Subject policy guideline tool](Subject%20Policy%20Index%20Page.docx)     5. Subject improvement plan     6. APIP     7. Progress learner tool     8. Assessment plan     9. Learner book Control     10. Question / Item analysis     11. Subject File control tool |  |  |  |  |

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| **General Comments by DO Delegates: -** |
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**School Stamp**

**Signature of the Deputy Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of District Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**