



# Catholic Education Board of Management

34B Belmont Circular Road, Belmont

Email: [cebm@cebm.org.tt](mailto:cebm@cebm.org.tt)

Tel: 1-868-607-CEBM: Fax: 1-868-624-8940

## ASSESSMENT FOR UPGRADE

### ASSISTANT TEACHER (PRIMARY)

#### 1. BASIC INFORMATION

Name: ..... Rank: .....

School: .....

Home Address: .....

Period of Report: .....

Date of Entry into Service: .....

For the last twelve months:

Attendance: Leave – Occasional: ..... Sick: ..... Others: .....

Punctuality: Times Late: ..... Minutes Late: .....

#### 2. PERSONAL QUALITIES:

Speech: Correctness: .....

Use of Voice: .....

Handwriting In Books: .....

On Blackboard: .....

Personal Appearance/Dress/Department: .....

Emotional Balance: .....

Interest in Professional Growth: .....

Initiative: .....

#### 3. ATTITUDE TO CHILDREN:

*Use the following rating scale of 1-4,*

*(1) Highly dissatisfied, (2) Dissatisfied, (3) Satisfied, (4) Highly satisfied*

			1	2	3	4	
(a)	Helpful:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
(b)	Rewards/Encouragement:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
(c)	Listens well to children:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
(d)	Encourages children to think/discuss:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
(e)	Creates a pleasant class atmosphere attractive to children:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
(f)	Gives fair treatment to all:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied



4. MANAGEMENT AND ORGANISATION:

Use the scale to answer the following,  
 (1) Highly dissatisfied, (2) Dissatisfied, (3) Satisfied, (4) Highly satisfied

(a) Class Records

		1	2	3	4	
Class Register (Roll):	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
Forecast/Record:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
Scheme of Work:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
Timetable:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied

4. (b) Teaching Techniques:

Teaching Notes:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
Use of Resource- Teaching Aids etc.	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
Orderliness of Work:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
Neatness/ Presentation:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
Maintenance of Interest:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
Class Control:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
How well are the children learning?	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied

5. RELATIONSHIP WITH CO-WORKERS:

Use the scale to answer the following,  
 (1) Highly dissatisfied, (2) Dissatisfied, (3) Mutual, (4) Satisfied, (5) Highly Satisfied

		1	2	3	4	
Co-operates with Principal:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
Relates well to staff members:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
Relates well to auxiliary staff:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
Co-operates with parents:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
Accepts responsibilities:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied
Welcomes suggestions/advice:	Highly dissatisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highly satisfied

6. CO-CURRICULAR ACTIVITIES: .....

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7. GENERAL REMARKS: .....

.....

8. RECOMMENDATION:

Please tick:

Recommended

Not recommended

.....  
**Principal**

.....  
**Date**