**PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE – BASIC EDUCATION EMPLOYMENT INITIATIVE**

**Monthly Performance Report: Education Assistant / General School Assistant**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| This performance report should be completed online on each Education Assistant / General School Assistant by the school principal on the last school day of each month | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Appointment Level | Education Assistant | | | | | | | | |  | | | | | | | | | General Assistant |  | | | | | | | | |
| Employee Name | Surname: | | | | | |  | | | | | | | | | | | | First Names |  | | | | | | | | |
| ID Number |  |  |  |  | |  | |  |  | |  |  | |  |  |  | |  | D.O.B. | Y | Y | Y | Y | | M | M | D | D |
| Stipend: | R4030 less 1% UIF | | | | | | | | | | | | | | | | | | Province |  | | | | | | | | |
| Period of contract | ***From:*** | | | |  | | | | | ***To:*** | | |  | | | | | | District |  | | | | | | | | |
| School Name |  | | | | | | | | | | | | | | | | | | Circuit |  | | | | | | | | |
| Principal’s Name |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mentor’s Name |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Category | Primary | | | | | | | | | Secondary | | | | | | | | | Combined | Special | | | | | | | | |
| EMIS Number |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quintile Rank | 1 | | | | | | | | | 2 | | | | | | | 3 | | | 4 | | | | 5 | | | | |

**Rate the performance of Education Assistant / General School Assistant**

1. **General Factors**

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| --- | --- | --- |
| *Tick the appropriate column* | Satisfactory | Unsatisfactory |
| 1. Attendance |  |  |
| 1. Reliability |  |  |
| 1. Thoroughness and Accuracy |  |  |
| 1. Willingness to Learn |  |  |
| 1. Friendliness and Helpfulness |  |  |
| 1. Flexibility |  |  |
| 1. Cooperation with colleagues |  |  |
| 1. Initiative and Creativity |  |  |

1. **Key responsibilities (Identify and rate at least 5 activities undertaken as per Job Description**

|  |  |  |
| --- | --- | --- |
| Key Responsibilities | Satisfactory | Unsatisfactory |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
| Details of any training programmes/activities to which the Education Assistant/ General School Assistant have been subjected to during the month: | | |
| Overall Remarks by Principals: | | |
| Employee’s Remarks: | | |

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| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME AND SURNAME IN PRINT (ASSISTANT) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SIGNATURE | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME AND SURNAME IN PRINT (MENTOR) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SIGNATURE | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME AND SURNAME IN PRINT  (SCHOOL PRINCIPAL) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SIGNATURE | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE |