

# Headteacher Appraisals 2020-2021

## Information for Governing Boards

Headteacher appraisal plays a vital role in the governing board's core function of holding the school to account for the educational performance of the school and for the performance management of its staff. It is a statutory process in maintained schools and is best practice for academies



The board's appraisal policy will set out the arrangements for the appraisal of the headteacher. This process is delegated to the **headteacher appraisal panel**, a group of two or three governors appointed by the board.

We recommend that all members of this panel undertake **Headteacher Appraisal training** to ensure awareness of the statutory responsibilities and confidence to undertake this role. Please click on the training dates below to access the booking details for our current courses. Bespoke training is also available by contacting Governor Services: [governorservices@oxfordshire.gov.uk](mailto:governorservices@oxfordshire.gov.uk).

[Wednesday 30 September 2020](#)

[Wednesday 21 October 2020](#)

Headteacher appraisal **must** be completed before 31 December 2020 to ensure pay recommendations can be made. However, it is good practice to undertake this process earlier in the school year, so that all teachers' objectives can be linked to those of the headteacher. As teacher appraisal must be completed by 31 October 2020, undertaking the headteacher appraisal before this date is recommended

**The headteacher appraisal panel must be supported by a suitably skilled and/or experienced external adviser.** An experienced adviser can be commissioned from the Learning and School Improvement Team to provide professional guidance through the headteacher appraisal process, ensuring that you have the appropriate support to make this a useful process for all involved.

### **Headteacher Appraisal Package A will include:**

- Provision of an experienced and qualified external adviser
- The adviser will review the information provided in advance of the meeting by the headteacher. This information should be provided by the headteacher and will include:
  - Information to support the decisions about last year's objectives
  - Information to support the discussions around the objectives for the coming academic year
- Attendance at the 'three-part meeting' to review performance and to advise the panel as they set the objectives for the next year. These meetings will be with:
  - The Headteacher and Adviser
  - The Panel and Adviser
  - The Headteacher, Panel and Adviser

**The cost for Appraisal Package A is £650.**

### **Headteacher Appraisal Package B will include:**

- All of Appraisal Package A *plus*
- Drafting of the appraisal review document, including the new objectives. This document will be forwarded to the Chair of the panel for any additions, amendments and adjustments before being sent to the headteacher for signing

**The cost for the Appraisal Package B including document drafting is £750.**

The headteacher appraisal panel should organise at least one interim meeting during the appraisal cycle to consider the successes achieved, any barriers to progress and any additional support or development needs that might benefit the headteacher. **This part of the cycle is not supported by the adviser.** If additional support is needed for this, please contact Governor Services who will be able to discuss this, or any training needs, with you.

An invoice or internal recharge (for maintained schools) will be sent to the school once your appraisal date is confirmed.

**To purchase one of the Headteacher Appraisal Packages, or to request further information, please contact Governor Services:**

**Email:** [governorservices@oxfordshire.gov.uk](mailto:governorservices@oxfordshire.gov.uk)

**Phone:** 03300 249046.