

Headteacher Appraisals

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 sub-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 important role.

Our next training dates are:

- Wednesday 19 June 2024 19:00-20:30
- Thursday 26 September 2024 19:00-20:30
- Tuesday 19 November 2024 19:00-20:30

These sessions can be booked:

- Directly through **GovernorHub** (www.GovernorHub.com)
 - By contacting Governor Services on GovernorServices@Oxfordshire.gov.uk
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In Oxfordshire maintained schools, the appraisal cycle runs from **01 September to 31 August** each year. Headteacher appraisal **must** be completed before **31 December** 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**, undertaking the headteacher appraisal **before this date** is recommended.

In maintained schools, the headteacher appraisal panel must be supported by a suitably skilled and/or experienced external adviser appointed by the board.

Contact us

Governor Services:

- email: governorservices@oxfordshire.gov.uk
- Phone: 0330 0249 046

An **experienced adviser** can be commissioned through **Governor Services** to provide professional guidance through the headteacher appraisal process, ensuring that you have the appropriate support to make this a useful and impactful 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.

Package A
£650

Headteacher Appraisal Package B will include:

- All of Appraisal Package A
plus
- Drafting of the appraisal record 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.

Package B
£750

The headteacher appraisal panel should organise at least one **mid-year review** during the appraisal cycle to consider the successes achieved, identify any barriers to progress and consider 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.

To purchase one of the Headteacher Appraisal Packages, or to request further information, please contact Governor Services using the contact details below.

Contact us

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