

Headteacher Appraisals

Headteacher appraisal is an intrinsically supportive and developmental process, that recognises, encourages and validates a headteacher's performance within a school culture that values openness and fairness. 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 sub-group**, a group of two or **preferably three** governors appointed by the board.

Governors who sit on this sub-group should have training. The Department for Education guidance (July 2024) says 'ensure eligible governors **receive relevant training** on the appraisal process' to ensure awareness of the statutory responsibilities and confidence to undertake this important role'.

Our next training dates are:

- | | |
|-----------------------------|-------------|
| • Wednesday 25 June 2025 | 19:00-20:30 |
| • Tuesday 30 September 2025 | 19:00-20:30 |
| • Monday 17 November 2025 | 19:00-20:30 |

These sessions can be booked:

- Directly through **GovernorHub** ([GovernorHub](#))
 - By contacting Governor Services on GovernorTraining@Oxfordshire.gov.uk
-

In Oxfordshire maintained schools, the appraisal cycle runs from **01 September to 31 August** each year. The OCC model policy says that the sub-group must inform the head of the standards against which their performance will be assessed and set the objectives for that period **before, or as soon as practical after the start of each appraisal period**. 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. Headteacher appraisal **must** be completed before **31 December** though to ensure pay recommendations can be made.

Contact us

Governor Services:

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

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

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.
- 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
A
£775**

Headteacher Appraisal Package B (for headteachers new to the school or leaving the school)

- As above but only for either:
 - Support to assess objectives for the past appraisal period **or**
 - Support to set the objectives.

**Package
B
£650**

To purchase one of the Headteacher Appraisal Packages, please ask your school to visit <https://educationservices.oxfordshire.gov.uk/Store> where an external adviser can be booked in the *Services* section at the bottom of the page.

To request further information, please contact Governor Services using the contact details below.

Contact us

Governor Services:

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