

SERVICE SPECIFICATION

School Improvement Service Headteacher Performance Management Academic Year 2024 - 2025

Package

This package is designed to support Governors' statutory duty to complete Headteacher Performance Management. It includes:

- External advisor preparation prior to the school visit including familiarisation of school context, Ofsted, data, development plans and prior Headteacher Performance Management objectives
- External advisor half-day visit to school which includes:
 - Pre meeting with Headteacher, pre meeting with Governors and Performance Management session with Headteacher and Governors
 - Supporting Governors' evaluation of the Headteacher Performance Management objectives from the previous academic year, including impact of any training attended
 - Facilitating discussion and agreement of Headteacher objectives for the current academic year, with reference to the national standards
- A written report sent as a record of discussions and objectives agreed. Governors may wish to undertake this themselves



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In preparation for the external advisor the Headteacher and the designated Governors should:

- Send the external advisor all necessary documentation including:
 - School development plan
 - End of key stage data
 - Last year's objectives for the Headteacher
 - Latest Ofsted report
 - School Inspection Data Summary Report if available
- Complete an evaluation of the previous Headteacher performance management objectives
- Consider possible objectives for the current academic year

Contact Details

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Performance Monitoring: All services will be suitably and regularly monitored to ensure targets are consistently being met, in an effective and efficient manner

