


Headteacher Performance Management School Improvement Planning

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Headteacher Performance Management

- It is a statutory responsibility of governing bodies in maintained schools to ensure that they set objectives for the headteacher as part of an annual appraisal.
- The headteacher appraisal is usually carried out by an appraisal sub/group/panel of two or three governors with an external adviser being used for advice, support and to consult with regarding appropriate objectives.
- Governors will need to satisfy themselves that the external adviser has the skills, experience and objectivity to provide them with advice and support.
- East Sussex schools can use an approved adviser from the respective key stage's adviser programme.

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The role of the panel:

- Set objectives for the headteacher
- Appraise the performance of the headteacher, assessing their performance in the role against the relevant national standards of excellence for headteachers and their performance objectives.
- Assess the headteacher's professional development needs and the actions needed to address them.
- Make a recommendation on a headteacher's pay progression, where relevant. This must be done by 31 December.
- Give the headteacher a written report of his/her appraisal, which include assessments and the decision on pay.
- Determine the appraisal period that applies. In most cases this will be 12 months, unless the headteacher is employed on a shorter fixed-term contract.
- Set objectives which will contribute to improving the education of pupils.

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Responding to underperformance

- When and how to address?
- The model Appraisal Policy
- The model Capability Procedure

- *Ensure progress towards targets forms part of any performance review.*
- *Be open and honest about any barriers.*
- *Offer support whilst challenging.*
- *Be clear on the policies you are working within.*

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