

BOOKING FORM:

Head Teacher Performance Management Programme and/or the School Improvement Partner Service 2020/21



Governors are required to carry out the Headteacher performance process which must be supported by an external adviser. Diocesan advisers bring experience, specialist training and familiarity with the church school environment to the task. They support the governors to evaluate the Headteacher's progress against last year's targets* and set new SMART targets which will bring about school improvement and professional development for the Headteacher.

The professional adviser will carry out this process in accordance with the DfE "Teacher Appraisal and capability model policy" (2012) and "Effectively Managing Head Teacher Performance" DfE April 2014.

*Please note the targets will be reviewed taking into account the coronavirus lockdown and the restrictions in place at school.

| Timescale/ Cost | Activity for Headteacher Performance Management |
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| <p>Stage 1 Preparatory work</p> <p>September / October</p> <p>@2hrs for HTs @3hrs 30 for EHTs of 2 schools</p> | <p>The adviser to analyse documentation received from the school to assess</p> <ul style="list-style-type: none"> • Performance against last year's targets*. • Impact on school outcomes. • Areas not achieved or where additional support may be needed. • Areas where through the year the targets became invalid, plus evidence to support this statement. <p>*The review will consider what progress could have been reasonably achieved against each target up until the school first closed to all pupils on 20th March 2020.</p> |
| <p>Stage 2 Meetings in school or Virtual Meetings (dependent on social distancing restrictions)</p> <p>Autumn term – no later than December.</p> <p>@3hr visit</p> | <p>Initial meeting</p> <p><u>This initial meeting has three parts</u></p> <p>Approx. 90mins - PM adviser to meet with the head teacher to discuss the information given regarding current targets.</p> <ul style="list-style-type: none"> • Validation of evidence. • Agree the extent to which targets have been achieved (taking into account Covid-19 lockdown situation) • Discussion regarding targets for the next academic year. <p>Approx. 1 hr - PM adviser to meet with relevant members of the Governing Body to discuss</p> <ul style="list-style-type: none"> • Current targets and evidence. • Targets for the next academic year. <p>Approx. 30mins - PM adviser and members of the Governing Body to meet with Head teacher to formalise the new targets.</p> |

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| <p>Stage 3 Following the initial visit</p> <p>@2hrs for HT @3hrs 30 for EHT of 2 schools</p> | <p>PM adviser to write a report including targets and agreed actions for the Head teacher and members of the Governing Body to formalise the targets and the Key Performance Indicators linked to a timescale.</p> |
| <p>Total Hours - 7 hours for headteachers</p> <p>Total Hours - 10 hours for EHTs of 2 schools</p> | <p>HTPM – Autumn cost for schools in the Diocesan SLA £595 Schools not in the Diocesan SLA £990</p> <p>Executive HTPM – Autumn for schools in Diocesan SLA £795 Schools not in the Diocesan SLA £1,365</p> <p>For Executive HTs of more than 2 schools, please call for a quote.</p> |

Optional Mid-Year Review for Head Teacher Performance Management

It is not statutory for members of the governing body to have an external adviser for the mid-year review. If Governors wish to have external support the following support is on offer. The format for this review is as follows:

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| <p>Mid-year Review</p> <p>2hrs + 1hr per additional school for EHTs</p> | <p>PM adviser to meet with the Head teacher and the governors to discuss progress towards achieving the targets and any additional support/CPD etc. needed.</p> |
| <p>After Mid-year Review</p> <p>2hrs + 1hr per additional school for EHTs</p> | <p>PM adviser to write a report for members of the Governing Body on progress towards achieving the targets linked to clear evidence and Key Performance Indicators.</p> |
| <p>Total Hours 4hrs</p> | <p>HTPM Schools in Diocesan SLA cost for mid-year review £340 Schools not in Diocesan SLA £575</p> <p>For Executive HTs (of 2 schools) mid-year review - £450 if in Diocesan SLA</p> |

School Improvement Partner Programme

A Senior Diocesan Officer will provide school leaders with the robust support and challenge they need to drive their school forward. The focus for the programme will be aligned to the school's key priorities as detailed in the School Development Plan. School leaders and governors will receive detailed constructive reports with clear recommendations for future development.

| | What may be included - at the discretion of the SIP and school leaders |
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| <p>Equivalent of 3 full day meetings throughout the year with Head teacher/ senior staff / governors.</p> <p>These may take the form of multiple face-to-face or virtual meetings (by mutual agreement)</p> | <ul style="list-style-type: none"> ✓ Detailed review of the self-evaluation form and evidence ✓ Development of robust school improvement plan. ✓ Identify key priorities and actions needed ✓ Support for forthcoming inspections ✓ Review range of evidence relating to pupil outcomes ✓ Identify strengths and areas for improvement. ✓ Review provision through joint monitoring activities ✓ Review evidence of impact of work ✓ Robust support and challenge ✓ Detailed reports for school leaders and governors |

A bespoke school improvement package of support will be designed for your school. Schools that purchase both HTPM and SIP packages from the diocese will benefit from discounted costs. Examples of packages include:

| Package | Description | Cost (when in SLA) |
|------------------------------------|--|---|
| HTPM Autumn | Reviewing and setting targets (as detailed above) | £595 |
| HTPM Optional Mid-year | Mid-year review of targets | £340 |
| SIP Annual (3 days) | Termly SIP support with reports | £1100 |
| HTPM and SIP Autumn bundle | Autumn SIP visit with report HTPM review and targets | £1285 (as a bundle) £1695 (if bought separately) |
| HTPM and SIP Full programme | Up to 3 days SIP programme HTPM including mid-year review | £1540 (as a bundle) £2035 (if bought separately) |

For details of costs for Executive Heads, please see page 8 of the SLA booklet or call for a quote.

To book your adviser for Headteacher Performance Management and/or the School Improvement Partner package, please complete and return this form to:

Tracy Smith, DBE Administrator tracy.smith@lincoln.anglican.org by **10th July 2020**

Name of School: _____

Name of Headteacher: _____

Name of Chair of Governors: _____

| Package | Description | Cost (when in SLA) | PLEASE TICK THE SERVICE YOU WOULD LIKE |
|--|--|---------------------------|---|
| HTPM Autumn ONLY | Reviewing and setting targets (as detailed above) | £595 | |
| HTPM Optional Mid-year ONLY | Mid-year review of targets | £340 | |
| SIP Annual (3 days) | Termly SIP support with reports | £1100 | |
| HTPM and SIP Autumn BUNDLE | Autumn SIP visit with report HTPM review and targets | £1285 | |
| HTPM and SIP Full programme BUNDLE | Up to 3 days SIP programme HTPM including mid-year review | £1540 | |
| EXECUTIVE HEADS HTPM Autumn ONLY for 2 schools | Reviewing and setting targets (as detailed above) | £795 | |
| EXECUTIVE HEADS HTPM Optional Mid-year ONLY for 2 schools | Mid-year review of targets | £450 | |
| EXECUTIVE HEADS SIP Annual (3 days) for the Federation of no more than 2 schools | Termly SIP support with reports | £1450 | |
| EXECUTIVE HEADS HTPM and SIP Autumn BUNDLE for the federation of no more than 2 schools | Autumn SIP visit with report HTPM review and targets | £1900 | |
| EXECUTIVE HEADS HTPM and SIP Full programme BUNDLE for federation of no more than 2 schools | Up to 3 days SIP programme HTPM including mid-year review | £2290 | |

For an alternative package not listed above, please describe your requirements below and a diocesan officer will be in touch to discuss this with you:

Signature of Chair of Governors: _____

Signature of Headteacher: _____

Date _____

To secure the support you require for the year ahead, please return the booking form by **10th July 2020** to tracy.smith@lincoln.anglican.org