



Primary Headteacher Appraisal | 2018-2019

Service Description

“There is a statutory duty for governing bodies to appoint an external adviser for the purpose of providing it with advice and support in relation to the appraisal of the headteacher (Regulation 4 of the Education (School Teachers’ Appraisal) (England) Regulations 2012). Governing bodies are responsible for determining who they wish to use as an adviser for the appraisal of the headteacher.”

To support the process, we offer:

- preparation for the review meeting by our adviser looking at evidence made available and at the school data.
- appropriate documentation for recording the review process and objective setting
- guidance and advice to the appointed governors in exploring a range of evidence so that judgements made regarding the progress towards objectives set are formed objectively
- a meeting with the headteacher to discuss evidence and their view of performance against the objectives and overall performance during the last year
- a meeting with the review panel to discuss governors’ views, the evidence presented and to provide advice on objectives for the coming year
- a review of performance with the panel and headteacher to reach a judgement against objectives and the headteacher’s overall performance
- advice and support for setting appropriate objectives for the coming year, with clear success criteria and measurable milestones for evaluating progress
- advice on relevant professional development

The external adviser will draft the performance review statement for the governors.



About the External Adviser

Neil Swait

Senior Associate for Inspection for Dartmoor TSA and a Primary School Improvement Lead for the Dartmoor MAT. Neil is a former Primary Head and has undertaken school improvement services, including headteacher performance management and school inspection work, across schools in the SW.



Tiered Support Packages

Level 1: Includes a half day visit on site to review and set objectives followed up with a draft performance appraisal statement. **£395**

Level 2: Includes a half day visit on site to review and set objectives followed up with a draft performance appraisal statement. A further interim review is undertaken mid-year to ascertain progress being made towards key objectives. Discussions will be held with the headteacher and governors, and key evidence sources evaluated. The outcomes of the visit will be written up in draft. **£750**

Level 3: Includes a half day visit on site to review / set objectives followed up with a draft performance appraisal statement. Two further interim reviews (half day visits) are undertaken over the remaining two terms, followed up with draft written reports. **£1050**

Further information

If you would like to find out more please contact Neil Swait via email: neil.swait@gmail.com