

Haytor View Community Primary School

Terms of Reference for Head Teacher Appraisal

Learning together - enjoying success - aiming high - celebrating difference – enriching community

Membership

Currently the Head Teacher's appraisal target setting and review panel is made up of 2 Governors:

- Niema Bohrayba
- Michael Bennie

Lavinia Nelder has also attended HT appraisal training

The panel should not include:

- The Head Teacher
- Staff Governors
- Any other Governor employed at the school
- Associate members
- Governors who are members of the Appeal Committee

Members of the panel should be trained for the role and will have attended specific training provided through the Devon Governor Services.

It is the wish of the Governing Board that a minimum of 3 Governors have been trained to undertake the appraisal of the Head Teacher, in order to provide flexibility in the target setting and review process, as well as organisation of an Appeal Committee where required.

Quorum: All members of the panel

Terms of Reference:

- To ensure that at every stage the appraisal is firmly linked to school improvement and the agreed criteria is identified in the performance objectives;
- To work with an external adviser, appointed by the Full Governing Board to support and advise the panel during the Head Teacher appraisal process;
- To lead the Head Teacher's performance appraisal meeting with support from the external adviser;
- To prepare for the appraisal meeting with advice from the external adviser by reviewing the objectives set for the previous year along with the Head Teacher's overall performance and any challenges faced;
- To make recommendations to the Pay and Performance Committee;
- To set targets for the current academic year;
- To advise the Head Teacher of the standards against which the performance will be assessed during the coming year;
- To consider the Head Teacher's learning, development and support needs, including work/life balance and dedicated headship time and how these will be addressed;
- To agree with the adviser a written report of the appraisal process for the Head Teacher) as soon as is practicable;
- To undertake a review meeting after 6 months to consider the progress towards meeting the objectives and whether they need to be amended as circumstances have changed. To review any issues with work/life balance and dedicated headship time;
- To fix a date in the Summer term with the External Advisor to undertake the Head Teacher appraisal in the Autumn Term in line with the school Appraisal Policy.

Terms of Reference Review

The Terms of Reference for the appraisal of the Head Teacher will be reviewed annually.