

DES Associates External Advisor for Headteacher Appraisals

The Role a DES Associate External Advisor will undertake.

A DES Associate External Advisor will assist the Governors to reach a measured view of the Headteacher's performance (based on hard evidence) during the previous academic year. They will also support Governors to ensure that they have all the information/evidence they need to manage the appraisal process and frame new objectives with clear success criteria for the current year.

A DES Associate External Advisor is an independent, experienced Headteacher who can provide rigour, challenge and educational expertise to support the Governors with the appraisal process. DES Associate External Advisors will familiarise themselves with the school context and help Governors to review, identify and set objectives which bring about school improvement within the context of Catholic Schools. They are excellent Catholic Leaders in their own schools.

The Package (£500)

The DES Associate External Advisor will

- Carry out separate preparatory meetings with the Headteacher and Governing Body prior to the Appraisal Review meeting.
- Attend the Appraisal Review meeting and facilitate discussions about
 - the Headteacher's performance against their existing objectives and any judgements
 - new performance objectives and success criteria
 - monitoring arrangements
 - development needs including support and well-being
- Produce a Draft Appraisal Review statement and send to a nominated Governor within 5 working days of the meeting.
- Produce a Final Appraisal Review statement in liaison with Governors so that it is made available to the Headteacher within 10 working days of the Appraisal Review meeting.

For an additional fee (£150), the DES Associate External Advisor can make arrangements to attend the interim Appraisal Review meeting and produce interim Review documentation later in the academic year.

Signed (Chair of Governors)

Signed(DES Associate External Advisor)