

St Peter in Thanet CE Junior School

Terms of Reference of the Headteacher Appraisal Group

- To meet annually before the 31st December with the Governing Board appointed external adviser and Headteacher.
- To review, with the support of the independent advisor, the performance of the headteacher against the agreed appraisal objectives and determine the recommendation on pay progression.
- To consult with an independent external advisor to determine the headteacher appraisal objectives for the coming year ensuring they are SMART.
- Inform the Headteacher of the standards against which their performance will be assessed.
- To prepare and agree the Headteacher appraisal review statement, and report to the Governing Board.
- To monitor through the year, including a mid-year review meeting, the performance of the Headteacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided.
- To make recommendations to the Governing Board in respect of pay progression.

Membership: Recommended best practice is for 3 governors, including the Chair of the Governing Board, though not the Vice Chair as well. The Chair of the panel/committee to not be the Chair of the Governing Board.

In voluntary Aided/Controlled Schools at least one member must be a foundation governor. In Aided Schools, if the membership is three, at least 2 must be foundation governors.
Neither the Headteacher nor staff governors may serve on this group.

Alisdair Chisholm

Margaret Watson

Denise Brooks/James Boulton (depending on availability)

Agreed by the Governing Body on

15

10

2018

Review Date October 2019

