

# SERVICE SPECIFICATION

## School Improvement Service Headteacher Performance Management Academic Year 2026 - 2027

### Overview

This package supports governing boards in fulfilling their **statutory duty** to carry out Headteacher Performance Management.

An experienced external advisor will guide governors through the process, help evaluate impact, and support the setting of robust and meaningful objectives for the year ahead.

### What the package includes

#### 1. External advisor preparation

Before the visit, the advisor will review all relevant information about the school, including:

- current school context
- Ofsted outcomes
- performance and progress data
- school development plans
- previous Headteacher Performance Management objectives

This ensures the advisor arrives well informed and ready to support a productive evaluation and objective-setting process.

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#### 2. Half-day visit from the external advisor

The visit includes:

- **Pre-meetings**
  - > a pre-meeting with the Headteacher
  - > a separate pre-meeting with governors



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- **Performance Management session** - A structured meeting with both the Headteacher and governors to:
  - > review progress against the previous year's objectives, including the impact of professional development
  - > discuss school priorities and national expectations
  - > agree new objectives for the current academic year, aligned with the Headteachers' Standards

The advisor will facilitate the discussion, ensuring the process is fair, transparent and well-evidenced.

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### 3. Written report

Following the visit, the external advisor will provide a written report summarising:

- discussions held
- evaluation of previous objectives
- the agreed objectives for the coming year

Some governing boards may choose to write the report themselves, but this is included as part of the package.

### Contact Details

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**Performance Monitoring:** All services will be suitably and regularly monitored to ensure targets are consistently being met, in an effective and efficient manner

