

## **Areas of Responsibility for the Governor overseeing the New Headteacher's Induction**

It is recommended that a governor is nominated to oversee the new headteacher's induction over a period of 12 months. It is suggested that this is someone other than the chair of governors and ideally one of the governors who is, or will be, involved in the headteacher's performance management.

The governor overseeing the new headteacher's induction should meet with the new headteacher on a regular basis (to be agreed with the governor and the headteacher but at least once per term) to ensure that:

- Support agreed is implemented and is having the desired impact,
- Support is reviewed and amended as necessary,
- Where new to headship, the headteacher is taking up his/her entitlement to Early Headship Provision (EHP) provided by the National College for School Leadership (NCSL),
- Where necessary, the new headteacher undertakes any mandatory training, for example in Safer Recruitment ([www.ncsl.org.uk/managing\\_your\\_school-index/safer-recruitment-index.htm](http://www.ncsl.org.uk/managing_your_school-index/safer-recruitment-index.htm)) and Child Protection.
- The headteacher is encouraged to network locally, for example with the Local Learning Community (LLC) and Devon Headteacher Associations (DAPH/DASH/SHAD),
- Consideration is given to the new headteacher's work life balance (reference document 'Looking After Your Head', hardcopy in school or [www.devon.gov.uk/dgs-lookingafteryourhead-2.pdf](http://www.devon.gov.uk/dgs-lookingafteryourhead-2.pdf)),
- Leadership and Management Time, Dedicated Headship Time and PPA (where applicable) is being taken in accordance with the Workforce Agreement,
- The new headteacher has the opportunity to report any concerns relating to his/her induction and they are addressed appropriately,
- Performance Management objectives are set for the new headteacher as soon as possible after taking up post and reviewed regularly,
- The governing body receives termly reports on the new headteacher's induction,
- Provision and priority is made for Continuing Professional Development for the headteacher on an ongoing basis in the longer term.

There is an opportunity to discuss and ask questions about this role and the induction process at the briefing meeting the School Improvement Officer holds with each newly appointed headteacher and the governor overseeing his/her induction.

Please direct specific questions relating to this role in relation to your school's new headteacher induction process to your School Improvement Officer.

Please direct governance related questions about this role and the new headteacher induction process to Jane Lucas in the Governor Support Team  
[jane.lucas@devon.gov.uk](mailto:jane.lucas@devon.gov.uk) or 01392 383611

## **New Headteacher Induction**

Following the successful appointment of a new headteacher it is important that an Induction Programme is planned and implemented. This must support the new headteacher in preparation for taking up post and during at least the first year in post.

There is external support available, both in devising an Induction Programme and with aspects of its delivery, but it is the Governing Body's responsibility to ensure that the programme is in place and to secure and monitor its implementation. It is recommended that a governor is nominated to oversee the new headteacher's induction over a period of 12 months.

This checklist is provided as a useful starting point.

### **Appointment to start date**

- Create opportunities for the new headteacher to meet with members of the school community both formally and informally:
  - governors (attendance at a governing body meeting),
  - staff (staff meetings),
  - pupils (assemblies, in class),
  - parents (school events, at the school gate),
  - wider community (school events, community events).
- Conduct a formal handover meeting which is attended by the outgoing headteacher, new headteacher, chair of governors and/or governor overseeing the new headteacher's induction. This meeting can be supported by the school's adviser.
- Ensure that training is booked promptly for any specific responsibilities the new headteacher will need to take up, for example: Child Protection, SENCo.
- Ensure that a suitable amount of funding is set aside to support the induction of the new headteacher.
- Ensure that identity, health and CRB checks are undertaken and the contract is in place – with assistance from the Devon Learning and Development Partnership headship administrator, where appropriate.

### **Once in post**

- Ensure that the governor overseeing the new headteacher's induction meets regularly with the new headteacher to monitor its implementation and include consideration of issues around work-life balance/dedicated headship time.
- Ensure that the governor overseeing the new headteacher's induction attends an early meeting of the new headteacher with the School Improvement Officer (SIO) for a new headteacher briefing.
- Clarify at an early stage the specific professional development required by the new headteacher. This process can be supported by the school's adviser.
- Consider the school's Service Level Agreements (SLAs) (with, for example, Finance, Human Resources, Press Office, Health and Safety) and decide whether these need to be adjusted.

- If the headteacher is new to headship, discuss plans to access Early Headship Provision (EHP) from the National College of School Leadership (NCSL)

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