



OPTIONAL HEADTEACHER'S SELF-EVALUATION FORM FOR REVIEW of PREVIOUS OBJECTIVES for _____

Use of this form is optional.

It is provided to enable headteachers to contribute a personal perspective or additional information to the review process, if this has not been included in other documentation supplied to the external adviser. Information supplied on this form will be shared with appointed governors in the review meetings.

Objectives for

Leadership and Management

Areas covered by objective(s):

Self-evaluation of progress towards objective(s) or additional information:

Pupil progress

Areas covered by objective(s):

Self-evaluation of progress towards objective(s) or additional information:

Other

Areas covered by objective(s):

Self-evaluation of progress towards objective(s) or additional information:

**HEADTEACHER PERFORMANCE REVIEW:
DRAFT REVIEW STATEMENT**

*This form **may** be used to record the key elements of each stage of the review process, in order to form the basis of the review statement provided by the appointed governors. **You are free to devise your own alternative form/format if you wish – a factual record *MUST* be kept.***

Name of School	
Name of Headteacher	
Name of Appointed Governors	1. 2. 3.
Date of Review Meeting	

THE REVIEW OF PROGRESS TOWARDS OBJECTIVES

Summary of the outcomes in the review of headteacher progress towards objectives, noting main achievements for the period _____

Leadership and management

Pupil progress

Other objectives

Others factors in consideration of overall performance

Headteacher's comments :

Signed : _____ **Date :** _____

HEADTEACHER PERFORMANCE REVIEW: DRAFT STATEMENT OF OBJECTIVES

This form **may** be used to record the key elements of the objective setting process, in order to form the basis of the statement of objectives provided by the appointed governors.

Name of School	
Name of Headteacher	
Name of Appointed Governors	1. 2. 3.
Date of Review Meeting	

OBJECTIVE SETTING

What performance objectives were agreed and set?

Leadership and management
Objective(s)
Pupil Progress
Objective(s)
Other
Objective(s)

Monitoring arrangements during the year:

What on-going performance monitoring procedures were agreed for each objective?

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ANNEX TO APPRAISAL STATEMENT

Training and Development needs

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Ways of meeting training and developmental needs

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Headteacher's comments :

Signed : _____ **Date :** _____

**COVER SHEET FOR CONTEXTUAL SCHOOL INFORMATION
SUBMITTED TO THE EXTERNAL ADVISER BY THE GOVERNING BODY**

This cover sheet is intended to help nominated members of the governing body to focus on the key contextual data and key issues that might be considered in the review. Governors may find it valuable to consult with the headteacher in the identification of these key issues. It will also enable the external adviser to take account of governor priorities in the pre-visit preparation stage.

Name of School		
Phase		
School DfES Number	-----	LEA:
Name of Headteacher		
Name of Appointed Governors	1. 2. 3.	
Name of Adviser		Adviser ID Number:

Documents enclosed	Y / N
1. Objectives set for _____ and performance evidence collected	
2. School performance data	
3. School Development Plan	
4. Post-inspection Action Plan	
5. Optional Headteacher self-evaluation form	

In order to brief the external adviser fully, governors may wish to highlight significant issues that the school will address in the next year. The external adviser will take account of these in the preliminary advice but may also raise other issues based on the contextual information supplied.

Signed:

Date:

Name:

Please send this form directly to your External Adviser with your documentation.



towards the school's circumstances _____

Had professional credibility as an educational management adviser EA6

4. Did the adviser:
- help you to draft the objectives?
 - offer to draft the review statement for you?
 - offer advice on in-year monitoring?

5. Did the adviser have any previous connection with the Headteacher which caused you to question the impartiality of the advice given?

6. Please make use of the space below to provide us with any comments you wish to make on any aspect of the service including preliminary advice, pre-visit, discussion at the school, etc.

Signed Date

Name Designation

Thank you for taking the time to let us know your views.

Please return this form to the address below as soon as possible:

**Pauline Lewis
 Consortium Co-ordinator
 South West and Mid Wales Consortium
 Clydach Education Centre
 Gellionnen Road
 Clydach
 Swansea
 SA6 5HH**

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