



# St. Peter's C.E. Junior School

Stilwell Close, Yateley, Hampshire GU46 6XH.

<i>Policy Number:</i> GB/10/Sep08	<i>Date Agreed:</i> 11 <sup>th</sup> September 2008
<i>Policy Title:</i> <b>DEDICATED HEADSHIP TIME</b>	<i>Authorised By:</i>  <u>J.H.Divall</u>
<i>Area:</i> Governing Body	<i>Due for Review:</i> September 2010
<p><i>The Governing Body believes that fairness and consistency of judgement is essential to the operation of the school. All members of the school have equality of opportunity to achieve their full potential and will not be discriminated against because of age, disability, gender, sexual orientation, nationality, race, or religion. The Governing Body believes that the school always has to be aware of the potential for unconscious discrimination, to avoid assumptions about individual members of the school based on stereotypes and to use the teaching and learning arrangements actively to encourage everyone to achieve their full potential.</i></p> <p><i>All our policies are consistent with our duty of care to protect our pupils and to provide a learning environment which is safe and healthy.</i></p> <p><i>In all our dealings, we respect the strict code of confidentiality that underpins our school ethos.</i></p>	

## INTENT

The Governing Body of St Peter's CE Junior School is committed to ensuring that the Headteacher receives an appropriate entitlement of dedicated headship time within which to work without interruption upon the strategic responsibilities of leadership.

It is expected that dedicated headship time will provide some of the time needed for the Headteacher to discharge the responsibilities outlined in the School Teachers Pay and Conditions Document - in particular those which make the Headteacher responsible for the leadership, internal organisation, management and control of the school. The aim is to free Headteachers to think, analyse, plan or carry out any of the associated activities so that the school has a direction.

## PROVISION OF TIME

Dedicated headship time in this school will comprise one half day per week. The time will be allocated during the school sessions and identified on the school timetable. It is recommended that a single block of time should be identified, preferably on the same morning or afternoon each week. During dedicated headship time the Headteacher may work at home or the school office.

Appropriate arrangements will be made for dealing with these matters similar to those which apply when the Headteacher is off the premises attending meetings or visiting other schools.

The provision of dedicated headship time can help the Headteacher focus on:

- school improvement
- raising standards
- school development
- improved monitoring and evaluation
- improved well-being of staff and pupils.

During dedicated headship time the Headteacher will not be

- required to deal with routine matters
- asked to take telephone calls, or deal with enquiries in person
- expected to cover for absent colleagues
- required to meet parents, governors or other visitors to the school.

### **USING DEDICATED HEADSHIP TIME**

Dedicated headship time will be used according to the needs of the Headteacher but it is essential that dedicated time to lead is kept to the fore. For example:

#### **1. Individual time**

- Time to read, reflect and interpret Government documents and what the implications of any National Agenda could be for an individual school
- Time to consider the broader strategic aims for the school and how these match up to both National and local agendas
- Taking the time to rise above the parapet to look further forward and consider what other initiatives are on the horizon and how best to lead the school to meet these future challenges.

#### **2. Time with a Partner**

- Head and Deputy together taking time to 'unpick' some of the broader strategic goals for the school. This may well follow the Head's individual time for reflection and could involve some of the smaller more tactical type of planning. e.g. 'this is the big picture - how do we plot the small steps that allow us to realise our broader goals?'
- The Head and Chair of Governors. A similar activity to that conducted with the Deputy but this time considering the implications for the Governing Body and their key responsibilities in taking these issues forward.

### **3. Time with other Headteachers**

- Finding a place away from school to 'bounce' ideas and views off a trusted and respected Headteacher colleague. This could also present the opportunity to have some of the ideas and plans devised during the previous dedicated time to be tested by challenging 'what if' types of questioning
- As a small group, sharing their views of what the current National and local agenda could mean and how best to meet the challenges. This could also be an opportunity to share ideas and practices already in existence in colleague's schools, that could evolve further to meet local and National priorities
- Attending conferences to help maintain a fresh 'bigger picture' view of the broader educational setting.

### **4. Time with a coach**

- With a suitably trained and experienced Leadership / Executive coach, use the process to deal with a key issue that may be problematical and to agree a commitment to action to address this.

## **RESOURCES**

Any cost implications will be considered when the school budget is set and the resources necessary to enable the Headteacher to take up the entitlement to dedicated headship time will be identified.

## **REVIEW**

The provision will be reviewed as part of the Headteacher's annual review to ensure that the priorities of the school and the statutory requirements of the national agreement can continue to be properly delivered.

The Governing Body will ensure that the Headteacher has an appropriate opportunity to confirm that they have taken dedicated headship time in accordance with the school timetable (or advise the Governing Body of any difficulties which may have arisen), by including dedicated headship time as an agenda item at a Governing Body meeting.

The appropriate committee of the Governing Body may receive feedback on the use of Dedicated Headship Time as part of the Headteacher's performance review.

## APPENDIX: SETTING THE CONTEXT FOR DEDICATED HEADSHIP TIME

Phase three of the National Agreement places the responsibility on Governing Bodies for:

- Ensuring that "their Headteacher has a reasonable workload, in support of a reasonable work/life balance, having regard to their health and welfare"
- Providing Headteachers with "dedicated time that recognises their significant leadership responsibilities for their school" .

The Governing Body is responsible for ensuring that the Headteacher has dedicated headship time within the school sessions and has the necessary support to take up the entitlement outlined in the SPCD 2005 (para 61)

'a reasonable amount of time during school sessions, having regard to his teaching responsibilities, for the purpose of discharging his leadership and management responsibilities.'

There is no national statutory guidance on the appropriate amount of dedicated headship time although it is recommended that Governors ensure that a minimum of **10%** of the hours during which the school is in session (the pupil day) is taken by the Headteacher as dedicated headship time.

This must be taken during school sessions and should be identified on the school timetable. It is also recommended that the Headteacher takes this time as a single block, so as to have a reasonable length of uninterrupted time in which to concentrate on leadership and management responsibilities without being distracted by routine operational matters.

For example if the pupil day is six hours i.e. thirty hours a week, the Headteacher's dedicated headship time would be ten per cent of thirty i.e. three hours per week.

*(Details of the contractual change on headship time appear in section 4 of the School teachers' pay and conditions document).*

The Clerk to the Governing Body will ensure that the Chair places on the agenda an item under which the Headteacher will confirm to the Governing Body that they have taken dedicated headship time in accordance with the school timetable, or otherwise advise the Governing Body of any difficulties which may have arisen. It is not for the Governing Body to specify what the Headteacher does during dedicated headship time, but the Headteacher may usefully share with Governors some information on the activities undertaken over the past year. A fuller report may also form part of the annual review of the Headteacher's performance by appropriate committee of the Governing Body.