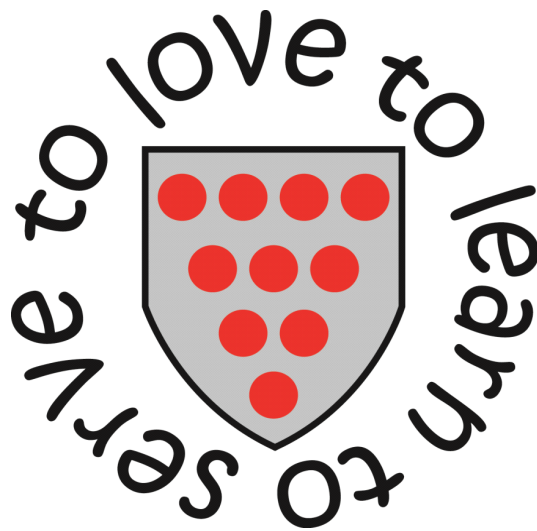


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## **Headteacher Recruitment & Training and Support for New Headteachers**



Diocesan Education Team

[lfarmer@cofe-worcester.org.uk](mailto:lfarmer@cofe-worcester.org.uk)

[www.cofe-worcester.org.uk/education](http://www.cofe-worcester.org.uk/education)

The Old Palace

Deansway

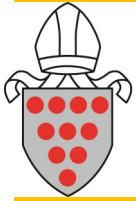
Worcester

WRI 2JE

Please contact

Laura Farmer

01905 732825



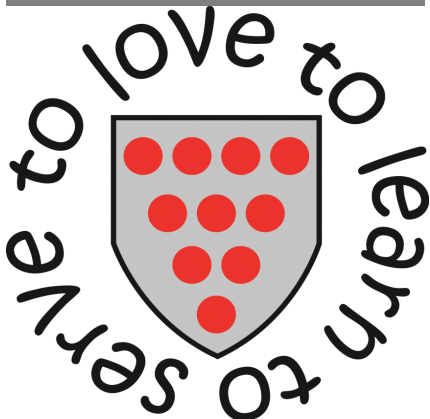
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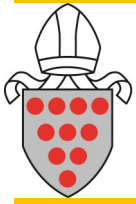
# Headteacher Recruitment & Training and Support for New Headteachers

for Schools and Academies

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## An overview of our Headteacher Recruitment

&

## Training and Support for New Headteachers

**Diocesan Director of Education: Margaret James**



I am delighted to introduce you to our new packages designed to support schools with Headteacher recruitment and subsequent training and support for new Headteachers. These packages have been created to ensure that Governing Bodies receive the support they need to successfully recruit new school

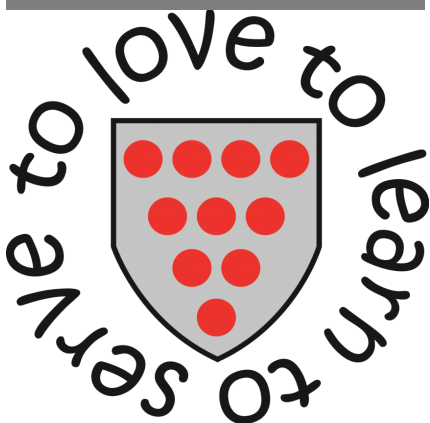
leadership and new Headteachers have the training and support needed to ensure smooth transition in to church school headship.

Varying levels of support are included within our Headteacher Recruitment packages, with our core service (Package A) accessible at no cost to all schools.

All new headteachers will benefit greatly from accessing our New to Church School Headship package and we encourage all Governing Bodies to provide this as part of their new headteacher's initial professional development. We also highly recommend that all church schools have some form of school effectiveness support. The Diocesan Education Team's offer school effectiveness support through our specific School Effectiveness Support Service Level Agreement (SLA). Members of the Diocesan Education Team will be allocated to your school to support with all packages.

New leaders, governors and wider staff can access further training and support on the specific aspects of leading and working in a church school through our separate Training & Support SLA.

If you have any further questions, or would like to discuss the content of packages further, please contact Laura Farmer on 01905 732825 and she will be delighted to discuss your requirements in greater detail.



# Service Charter

**All schools and academies who subscribe to the Headteacher Recruitment & Training and Support for New Headteachers packages are entitled to expect members of the Diocesan Education Team to:**

- have a pastoral concern for the staff, governors and pupils of the school or academy
- provide professional and expert information, advice and assistance
- deliver the services listed, upon request, to a high professional standard
- respond promptly and courteously to requests for assistance
- act with discretion and confidentiality
- be responsive to individual schools and academies and their distinctive ethos
- act with integrity and in accordance with Christian beliefs and values
- promote at all times the Church of England foundation and Christian ethos of the school or academy
- deal promptly and courteously with any complaints regarding the level of service provided.

**In return, all schools and academies who subscribe to the packages are expected to:**

- keep the Diocesan Education Team informed of the current situation in relation to the service required and developments at the school or academy
- be available, given adequate notice, for meetings
- give adequate and appropriate notice when requesting meetings, etc.
- pay invoices promptly

## Complaints

Any complaints should, in the first instance, be addressed to the Diocesan Director of Education (DDE). The DDE will arrange for another officer to investigate and respond.



## Headteacher Recruitment

### Package A: Free to all church schools

Package A includes the following support:

- attendance of a member of the Diocesan Education Team to a two-hour pre-advertisement meeting to discuss:
  - the appointment timeline
  - pay-scale
  - creating an advert
  - developing relevant job description and person specification
- furnishing the Governing Body with the relevant generic documentation with which they can run the full recruitment process, including:
  - sample school information packs
  - shortlisting procedures
  - sample interview questions and tasks
- attendance of a member of the Diocesan Education Team to a **one-day** interview process.

## Headteacher Recruitment

### Package B: £300

Package B encompasses Package A in addition to the following support:

- attendance of a member of the Diocesan Education Team to a shortlisting meeting, to include:
  - bespoke shortlisting matrix based on person specification
- timetabling of the recruitment process day(s) including all tasks and interviews
- bespoke / additional questions and tasks for use on the interview day(s).

## Headteacher Recruitment

### Package C: £450

Package C is formed from both Packages A and B, also including attendance of a member of the Diocesan Education Team for a **two-day** interview process.



# Training and Support for New Headteachers

## New to Church School Headship: **£550**

This package has been designed with those new to church school headship in mind and includes the following support:

- one-to-one session on the Statutory Inspection in Anglican and Methodist Schools (SIAMS) framework and agenda to include:
  - An overview of the Seven Strands of SIAMS:
    - Strand 1: vision and leadership
    - Strand 2: wisdom, knowledge and skills
    - Strand 3: character education: hope, aspiration and courageous advocacy
    - Strand 4: community and living well together
    - Strand 5: dignity and respect
    - Strand 6: the impact of collective worship
    - Strand 7: the effectiveness of religious education
  - A discussion around self-evaluation in relation to the SIAMS framework.
- one-to-one session on developing a clear Christian vision to discuss:
  - how the school's Christian vision underpins its values, strategic plans, policies, curriculum, relationships, spirituality, moral and character development (including courageous advocacy) and charity partnerships
  - how collective worship plays a critical role in embedding and celebrating Christian vision.
- whole school teaching and learning review as a baseline for school improvement priorities to include:
  - a learning walk, visiting all classes to observe the teaching and learning in core subjects
  - work scrutiny of English and Mathematics books and Early Years Foundation Stage (EYFS) learning journals where applicable
  - discussions with middle leaders / core subject leaders
  - discussions and feedback with senior leaders and governors
  - a written report outlining the current strengths of the school and areas for development.



# Training and Support for New Headteachers

## School Effectiveness Support SLA: **Various costs**

We highly recommend that all church schools have some school effectiveness support and this can be accessed from the Diocesan Education Team through our School Effectiveness Support Service Level Agreement (SLA). A brief outline of the support offered in this SLA is included below.

<b>Package 1</b> Headteacher Performance Appraisal Half Day Assessment Data Review	<b>£3,100</b>	
<b>Package 2</b> Half Day Assessment Data Review 6 Days School Effectiveness Support	<b>£2,700</b>	
<b>Package 3</b> Headteacher Performance Appraisal Half Day Assessment Data Review 3 Days School Effectiveness Support	<b>£1,900</b>	
<b>Package 4</b> Half Day Assessment Data Review 3 Days School Effectiveness Support	<b>£1,500</b>	
<b>Core Service 1:</b> Headteacher Performance Appraisal	<b>£400</b>	
<b>Core Service 2:</b> Whole Day School Review	<b>£450</b>	
<b>Core Service 3:</b> Full Day School Effectiveness Support	<b>£450</b>	
<b>Core Service 4:</b> Half Day School Effectiveness Support	<b>£275</b>	

The full **School Effectiveness Support SLA** is available on our website via the following [link](#). The **Agreement Form** can be accessed on the final page of this document.



# Headteacher Recruitment & Training and Support for New Headteachers Booking Form



Please complete this **Booking Form**, and return at your earliest convenience to:

Email: [lfarmer@cofe-worcester.org.uk](mailto:lfarmer@cofe-worcester.org.uk)  
 Diocesan Education Team  
 The Old Palace, Deansway  
 Worcester, WR1 2JE

*Please retain a copy for your own records*

## APPLICATION FOR SCHOOL/ACADEMY SERVICE LEVEL AGREEMENT

Name of school or academy: .....

Please indicate the month in which you would like your SLA to start: .....

Tick to select

<b>Headteacher Recruitment: Package A</b>	<b>FREE</b>	<input type="checkbox"/>
<b>Headteacher Recruitment: Package B</b>	<b>£300</b>	<input type="checkbox"/>
<b>Headteacher Recruitment: Package C</b>	<b>£450</b>	<input type="checkbox"/>
<b>Training &amp; Support for New Headteachers: New to Church School Headship</b>	<b>£550</b>	<input type="checkbox"/>

**Total:**

Please complete the separate **School Effectiveness Support SLA Agreement Form** to access the services outlined on page 5.

Headteacher \_\_\_\_\_ Chair of Governors \_\_\_\_\_

Signed \_\_\_\_\_ Signed \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**An invoice will be raised on receipt of your booking form**