

John Ruskin Primary School and Language Classes

Dedicated Headship Time Policy

Co-ordinator: Linda Dickinson

Last review: 2018

Next review: 2021



“Be responsible, be fair, stay positive and care”

John Ruskin School and Language Classes

Dedicated Headship Time Policy 2018

The Governing Body of John Ruskin School and Language Classes is committed to ensuring that the Headteacher receives an appropriate entitlement of Dedicated Headship Time to work without interruption upon the strategic responsibilities of leadership.

Provision of time

Dedicated Headship Time in this school will comprise of one half day per week. This time will be allocated during the school sessions and identified on the school timetable.

Dedicated Headship Time is separate from and additional to any guaranteed time for planning, preparation and assessment to which the Headteacher is entitled commensurate with his/her teaching commitments.

During Dedicated Headship Time the Headteacher may work offsite and will NOT be required to deal with routine matters, take telephone calls or deal with enquiries in person, be expected to cover for absent colleagues or required to meet parents, Governors or other visitors to the school.

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

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

This policy will be reviewed every 3 years or in the light of any changes to the school's circumstances 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 as part of the Headteacher's annual review to confirm that he/she has taken Dedicated Headship Time in accordance with the school timetable or advise the Governing Body of any difficulties which may have arisen.

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.

The policy will be reviewed _____ in 2021 _____.

Signed _____ Headteacher

Signed _____ Chair of Governors