

John Ruskin Primary School and Language Classes

# Dedicated Leadership Time Policy

Co-ordinator: Clare Tayton

Last review: 2024

Next review: 2027



**"Be responsible, be fair, stay positive and care"**

## **John Ruskin School and Language Classes**

### **Dedicated Headship Time Policy 2024**

The Governing Body of John Ruskin School and Language Classes is committed to ensuring that the staff employed on the leadership and management scale receive an appropriate entitlement of Dedicated Leadership Time to work without interruption upon the strategic responsibilities of leadership.

#### **Provision of time**

**Dedicated Leadership 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 weekly diary.

Dedicated Leadership Time is separate from and additional to any guaranteed time for planning, preparation and assessment to which staff employed on the leadership and management scale are entitled to commensurate with their teaching commitments.

During Dedicated Leadership Time staff 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 staff member 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 staff employed on the leadership and management scale to take up the entitlement to Dedicated Leadership 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 staff employed on the leadership and management scale have an appropriate opportunity as part of the Appraisal review to confirm that they have taken Dedicated Leadership 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 Leadership Time.

The policy will be reviewed \_\_\_\_\_ in 2027 \_\_\_\_\_.

Signed \_\_\_\_\_ Headteacher

Signed \_\_\_\_\_ Chair of Governors