

APPRAISAL OF HEAD OF PRE-PREP/EYFS

Cost: £1500

The appraisal will be an evidence-based review of the performance of the Head of Pre-Prep/EYFS in relation to their specific responsibilities as set out in their job description, including the following aspects:

- Leadership and relationships, administration, management
- Strategic development of their area of responsibility within the school; how they support the school's aims
- Planning and policies
- Deployment and management of staff
- Communication and consultation; dealing with parents both current and prospective
- Professional and personal development

Method

- The appraiser will need a day at the school for meetings with the Head of Pre-Prep/EYFS and various key members of staff and for observations. Most of the rest of the work would be done remotely with online questionnaires, as well as telephone and/or zoom calls.
- In consultation with the school, the appraiser will typically invite a number of relevant staff members, and usually about 15-20 sets of parents (chosen from across the year groups), to complete online questionnaires.
- Documentation from the school will be read carefully to help prepare for the appraisal.
- The Head of Pre-Prep/EYS will be asked complete a detailed self-evaluation.
- The final report will include up to five agreed professional/personal development targets.