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Consultation Document

Capability of headteachers – guidance for schools

Date of issue: **9 June 2014**

Action required: Responses by **21 July 2014**

Capability of headteachers – guidance for schools

Overview This consultation seeks views on the guidance for capability procedures of headteachers as part of the Welsh Government's commitment to raise standards within the maintained school sector in Wales. Consideration has been given to the existing statutory framework to address the unique elements of the headteacher role.

How to respond Responses to this consultation should be e-mailed/posted to the address below to arrive by **21 July 2014** at the latest.

Further information and related documents Large print, Braille and alternate language versions of this document are available on request.

The consultation documents can be accessed from the Welsh Government's website at www.wales.gov.uk/consultations

Contact details For further information:
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Data protection

How the views and information you give us will be used

Any response you send us will be seen in full by Welsh Government staff dealing with the issues which this consultation is about. It may also be seen by other Welsh Government staff to help them plan future consultations.

The Welsh Government intends to publish a summary of the responses to this document. We may also publish responses in full. Normally, the name and address (or part of the address) of the person or organisation who sent the response are published with the response. This helps to show that the consultation was carried out properly. If you do not want your name or address published, please tell us this in writing when you send your response. We will then blank them out.

Names or addresses we blank out might still get published later, though we do not think this would happen very often. The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 allow the public to ask to see information held by many public bodies, including the Welsh Government. This includes information which has not been published. However, the law also allows us to withhold information in some circumstances. If anyone asks to see information we have withheld, we will have to decide whether to release it or not. If someone has asked for their name and address not to be published, that is an important fact we would take into account. However, there might sometimes be important reasons why we would have to reveal someone's name and address, even though they have asked for them not to be published. We would get in touch with the person and ask their views before we finally decided to reveal the information.

Background

Capability procedures (i.e. discipline and potential dismissal) for head teachers can be instigated at any time. Governing bodies in Wales are statutorily required to establish procedures to deal with capability and competence issues.

The Welsh Government and all partners are committed to providing a first class education for the children and young people of Wales. It is recognised that the professionalism of all the staff who work in our schools is fundamental to the achievement of this goal. Head teachers have a key role in raising standards of teaching and learning in their schools. The Welsh Government is committed to ensure that all head teachers possess the appropriate skills, knowledge, competence and aptitude to undertake their roles effectively. It recognises that the demands on head teachers are both complex and varied because of their accountability to a wide range of stakeholders, including pupils, teachers, parents, governors, local authorities, consortia, Welsh Government and the wider community.

Purpose

Currently there is no specific guidance provided by the Welsh Government regarding capability of head teachers and schools largely rely on generic guidance from local authorities.

The Welsh Government has produced draft guidance for schools on head teacher capability as part of our commitment to help raise standards in schools in Wales. The proposed guidance has been developed within the existing statutory framework and aims to address the unique elements of the head teacher role.

The intention is to publish the guidance in September 2014.

Outline of new procedures

There are three main stages to the proposed procedure:-

- a) The **Informal Stage** involves:
 - identifying where a problem exists;
 - investigation and evidence collection;
 - Identify support required to resolve the issue or, in more serious cases, move to Formal stage.

- b) The **Formal Stage** involves:
 - Governing body panel to consider the issues;
 - Identify support required to resolve the issue;
 - Evidence collection;
 - Resolution or final written warning.

- c) **Disciplinary and dismissal** procedures:
 - Dismissal Committee consideration.

All stages can involve assessment including monitoring and evaluation as well as appropriate guidance, training and support for the head teacher.

The purpose of the proposed guidance is to set out a constructive approach to achieving improved work performance through effective supervision, mentoring, training, support, review and development and to ensure fairness in responding to those situations where improvement is not achieved.

The proposed guidance has been drafted to provide clarity on the roles and responsibilities of all those involved as well as detailing the procedures to be followed. The following questions reflect the requirement for the guidance document to meet these key areas.