

# Ealing policy/arrangements for the induction of headteachers new to post

## Purpose of the policy

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- To state Ealing's support for headteachers new to post.
- To enable new headteachers to become familiar with the structure, personnel and procedures of Ealing Children's Services.
- To provide appropriate professional development and support to enable new headteachers to become fully effective in their role.
- To provide a support mechanism through documentation and networking.

## Rationale

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- To support headteachers new to the role to enable them to be fully effective as quickly as possible.
- To support new headteachers' professional development enabling them to continue to improve their skills of leadership and management.
- To support the transition period in school from one headteacher to another.

## Context

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- The effective leadership and management of schools is an Ealing Children's Services priority.
- Ealing Children's Services believe that all professionals are entitled to essential developmental experiences to enable them to be effective in their role and, thus, headteacher induction is an important aspect of the Schools' Workforce Strategy and the Children's Workforce Strategy.
- Equality of opportunity/access to identified professional development needs is an Ealing Children's Services priority.

## Policy

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- Ealing Children's Services will support all new headteachers through a three-term induction period.
- Ealing Children's Services will make it possible for new headteachers to have access to a system which enables them to become familiar quickly with the structure, personnel and procedures of Ealing Children's Services and other key council services.
- The induction package will be available to all new headteachers.
- New and acting headteachers will be offered a colleague headteacher as a professional partner.
- The provision of essential management documentation and contacts within Ealing Children's Services will form part of the induction process.
- Ealing Children's Services will support all new headteachers in their induction period within the established policies of financial provision.
- Headteacher networks will provide an important, additional support mechanism beyond the scope of Ealing Children's Services provision.
- At the conclusion of the induction period the new headteacher should have a good knowledge of Ealing Children's Services personnel and procedures and have identified any specific, personal, continuing professional development needs.

## The content of the induction programme for new headteachers

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Following appointment, the new headteacher will receive details of the induction programme.

A colleague headteacher will be identified as a professional partner.

New headteachers should visit the NCSL website: [www.nationalcollege.org.uk/](http://www.nationalcollege.org.uk/)

The induction programme will consist of:

- An induction handbook including key information and contact details and links to other sources of information and support.
- Welcome event including an opportunity to
  - meet the Children's Services senior leadership team and other key officers
  - learn more about our vision and priorities
  - discuss Ealing's induction for new headteachers
  - meet with your fellow headteacher colleagues and your mentor-coach
  - be consulted about a forum for new headteachers
  - find out about support online - including Ealing Grid for Learning
  - find out about training available from Ealing, Ealing Education Centre and other venues
  - find out about the Ealing/NCSL Head Start Programme which will include training and briefings in the following aspects:
    - § diagnostic skills review
    - § personnel

- § financial management
- § working with governors
- § recruitment
- § legal issues
- § dealing with critical and difficult incidents
- § performance management
- § well-being and personal management
- § SEN

- End of first year evaluation.
- A mentor-coach will provide ongoing support as needed for up to six terms. New headteachers will be encouraged to identify their professional development needs through their mentor and to commence or continue an appropriate programme of professional development.