





Kent Leaders of Education

2016-2017

Protocol and guidelines

The status of Kent Leader of Education was introduced by the Kent Association of Headteachers in partnership with the Local Authority.

A KLE is a Headteacher of a good or outstanding school who is committed to leading school improvement across the education system.

To become a KLE you must:

* have at least 3 years of experience as a serving Headteacher
* expect to remain at your current school for at least 2 years after being selected
* have accountability for one or more school(s) that are good or outstanding and have other senior leaders who will be able to support school improvement
* lead a school that has demonstrated consistently high levels of pupil performance or a 3 year improvement trend and is above the current minimum standards set by the government
* have the support of your school’s governing body
* demonstrate that you have sufficient experience of providing support to leaders at a school, or schools, other than your own.

**Recruitment**

Recruitment for KLEs takes place each seasonal term (September, January and April). Dates for recruitment in 2016/7 are as follows

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Autumn Term dates** | **Spring Term dates** | **Summer Term dates** |
| Leadership & Governance Admin Team to send article for E-bulletin submission  |  15th August 2016 | 19th January 2017 | 13th March 2017 |
| Raising awareness and application form in E-bulletin | Week beginning 5th September | Week beginning 2nd January | Week beginning 27th March |
| Application window | 12th-23rd September | 9-23rd January | 3-24th April  |
| Panel meets to select | Week beginning 3rd October | Week beginning 30th January | Week beginning 2nd May |
| Notification to successful applicants | By 14th October | By 10th February  | By 12th May |
| KAH Chairs and SIAs to receive updated list of KLEs for area | 14th October | 10th February | 12th May |
| Mentor-Coach training to be offered to KLEs  | November 2016 | March 2017 | May/June 2017 |

**Selection Process**

* Each candidate to complete an application form.
* A reference on each candidate will be requested from either an appropriate Local Authority Officer or the leader of a Teaching School.
* Applications will be assessed, and appointments agreed, by a panel consisting of senior representatives of the KAH and the LA.
* Unsuccessful applicants will be given developmental feedback and offered the opportunity to apply at a later stage

**Professional development**

* The KAH will be responsible for ensuring that induction of new KLEs takes place
* Training in mentor/coaching, in accordance with an approved model will be made available to all new KLEs
* Costs of training for the KLEs will be met by the trainee’s Governing Body. Where schools are too small to cover these costs from their budgets, the SIA can submit a bid to the relevant KAH Area Board.

**Deployment**

* Deployment of KLEs will primarily occur by one of two routes:
	+ directly through engagement by a school
	+ through the Area Chair of KAH and the SIA working in partnership to meet area school improvement needs
* While the work of KLEs will vary, and be identified by area need, the following tasks will be prominent:
	+ mentor/coaching of new Headteachers (Governing Bodies will be encouraged to see this as an important cause for investment)
	+ peer reviews
	+ school improvement projects
	+ supporting professional development of leaders
* The recommended daily rate for KLE deployment is £400 per day.
* SIAs will know the KLEs available in their area and ensure that they are used as key resources for school improvement
* KLE’s will not be expected to fill in a Note of Visit
* The most successful working relationship between Headteachers and KLE’s result from the growth of an open, trusting partnership
* SIAs will report regularly on KLE deployment to Area Boards.
* KAH Area Chairs and the SIAs will monitor and quality-assure KLE deployment.

**KLE Information**

* A database of KLEs will be available via the Kent and Medway Teaching School Network website (KMTSN), Kelsi and SIAs. SIAs will have up to date knowledge of where a KLE is deployed and which KLE has current capacity to support schools.

**Roles and Responsibilities**

The Senior Improvement Adviser responsible for Leadership will:

* Ensure the recruitment process takes place seasonally for KLEs
* Receive applications and forward them to the panel of KAH and LA representatives for consideration
* Write to applicants to inform them of the outcome of the selection process and ensure they know what the next steps are
* Communicate with area SIAs when recruitment has taken place and inform them of new KLEs
* Co-ordinate induction training for new KLE’s in liaison with the KAH Chair
* Maintain an up to date data base of KLEs and ensure it is placed on the KMTSN website and KELSI , and that SIAs have a copy
* Liaise with SIAs over KLE deployment to provide regular reports to the KAH Executive Board
* Collate examples of good practice/positive impact to build up a resource bank of school improvement ideas

The area SIAs Primary and Secondary will:

* Meet regularly with KAH area Chairs to discuss school improvement needs and ensure KLEs are deployed in support of them
* Ensure each new Headteacher is allocated a KLE mentor as soon as possible after appointment, and inform the SIA with responsibility for Leadership when this has happened
* Report regularly to area KAH boards about the deployment of KLEs informing the SIA (Leadership)
* Share examples of good practice/impact with SIA (Leadership)

The area KAH Chair will:

* Liaise with the area SIA over deployment of the KLEs
* Receive regular reports from primary and secondary SIAs on the deployment and impact of the KLE’s work

KAH Executive Board will:

* Provide representatives for the KLE selection panel each seasonal term
* Receive regular reports from the SIA (Leadership) about the recruitment, deployment and impact of KLE

**KLE Support Record**

**The KLE and the Headteacher may wish to use the following format to record their work together**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key area of focus** | **Agreed Actions** | **Person****Responsible** | **By when** | **Impact****(next meeting)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Date: ………………………………………(Support visit 1, visit 2, visit 3, circle as appropriate)**

**Appendix 1. Advertisement for E bulletin**

**Kent Leaders of Education**

If you are a Headteacher and prepared to work with other schools to improve pupil outcomes, we would encourage you to apply to be a Kent Leader of Education.

**Who can apply**

To become a Kent Leader of Education, you and your school need to meet the following criteria.

**Criteria for Headteachers**To be eligible to be a Kent Leader of Education, you must:

* have at least 3 years of experience as a serving Headteacher
* expect to remain at your current school for at least 2 years after being selected
* have accountability for one or more school(s) that meet the criteria below
* have the support of your school’s Governing Body
* demonstrate that you have sufficient experience of providing support to Headteacher(s) or senior member(s) of staff at a school, or schools, other than your own.

**Criteria for the Headteacher’s school**For you to be considered as a Kent Leader of Education, your current school must:

* have an OfSTED rating of good or better
* show consistently high levels of pupil performance or continued improvement over the last 3 years
* be above [current minimum standards](http://www.education.gov.uk/schools/performance/fs_13/index.html) set by the government
* have experienced senior leaders with capacity to work with other schools.

**What a Kent Leader of Education does**

The majority of the work of a Kent Leader of Education is one-to-one support of another Headteacher.

Typical activities include:

* supporting school improvement
* coaching and mentoring the Headteacher to develop skills, judgement and professional effectiveness
* supporting or arranging coaching or training for staff in the supported school

Each placement is negotiated separately with the commissioning body.

Schools that are a priority for support are those where:

* Attainment and progress take the school below the floor standards
* The school is considered to be vulnerable and at risk of dropping an Ofsted category
* A new, first-time Headteacher has been appointed
* Leadership, including governance, is not demonstrating sufficient impact of driving improvement at a fast enough rate
* The quality of teaching is not improving rapidly enough to ensure outcomes are improving for all groups equally well.

**Applications**To apply to be a KLE please complete the application form on the Kelsi website or email**LeadershipGovernanceCentral@kent.gov.uk**to request a copy of the form.