

Strategic Core
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Your ref:
My ref: SC/JBi01

19th September 2003

To: Heads, Deputies and Senior Staff of
All schools in Norfolk.

Dear Colleague,

THE LOCUM REGISTER

I write to invite responses from interested Heads, Deputies and experienced class teachers to an arrangement which has now run successfully for ten years and which offers opportunities for professional development, while being of immense help to schools in difficult situations.

LOCUM HEADSHIP APPOINTMENTS

There are, unfortunately, occasions when schools suddenly need support because of unforeseen circumstances, e.g. the illness of the Headteacher. In some cases, of course, an existing member of staff is able to undertake the Head's duties until the situation is resolved. However, there are other instances where, for various reasons, this is not possible and the LEA is asked to find a suitable replacement at short notice, sometimes within 3 – 4 days. The members of the County Headteacher Service are the first recourse in these situations, but they are limited in number and are usually fully committed elsewhere.

In 1993, a register was drawn up of existing Headteachers and Deputies who were willing to go at short notice to such schools. This is an opportunity to start that involvement, or for those currently on the register, an opportunity to re-affirm their availability. Clearly, prior permission has to be sought from Governors before names could be finally included in this register and many Governing Bodies may initially be reluctant to agree. However, for Headteachers and Deputy Headteacher who would value the opportunity to widen their experience and welcome the challenge of responding to a new situation on a temporary basis, this could offer a refreshing, professional development value to their own schools.

Governors will be alert to the benefits of such valuable professional development of their school's staff. Additional professional benefits will also accrue for those members of staff who assume extra responsibility in the absence of the Head or Deputy involved in this scheme. Placements are usually for a term at a time, occasionally 2/3 months and sometimes for 1 or 2 weeks or shorter, to allow a situation to be assessed and a long term placement organised.

Inclusion on the Locum Register does not, automatically, mean that you will be called upon. The LEA has to consider a range of factors, such as distance, size and type of school, specific requirements of the receiving school and particular specialisms, before making contact. Nevertheless, it would be immensely helpful if you were able to indicate a willingness and availability, in principle, to participate.

LOCUM TEACHER/DEPUTY HEAD APPOINTMENTS

In 1996 we began a register of teachers willing to use their experience and skills in a senior management role in another school. I would be interested to know of those who would wish to be considered for inclusion on such a register.

If you are interested in either of the above opportunities, I should be grateful if you would complete the attached proforma and return it to Janine Birt, Project Support, Room 38 at County Hall as soon as possible. Alternatively, an online application can be made at <http://www.esinet.norfolk.gov.uk/core/locumregister/>

Thank you.

Yours sincerely,



R A Potts
Senior Education Officer
(School & LEA Effectiveness)



THE LOCUM REGISTER of HEADTEACHERS, DEPUTIES AND TEACHERS

Dr Bryan Slater
Director of Education

- *NEW APPLICATION
- *CONFIRMATION OF AVAILABILITY
- * *please delete as appropriate.*

Surname	Forename(s)
Address	Home telephone number

DETAILS OF PRESENT POST

Post Held/ Area of Responsibility		
School		NoR
For Headteachers - LPSH	completed / in process / not started*	
For Deputies - NPQH	completed / in process / not started*	
For Teachers –Threshold	Application made Yes / No*	Successful Yes / No*
Distance prepared to travel from home	10 miles / 20 miles / 30 miles* (each way)	

** Please delete as appropriate.*

DETAILS OF PREVIOUS POSTS

Dates From - To	LEA	Name of School, NOR & age range	Position held and age range taught

The Governing Body acknowledges and supports, in principle, my inclusion on the Locum Register: signed _____ date _____

Please return to Janine Birt, Strategic Core – Project Support, Room 38, Education Department, County Hall AS SOON AS POSSIBLE - fax to 01603 223838 or email janine.birt@norfolk.gov.uk

An online application can be made at <http://www.esinet.norfolk.gov.uk/core/locumregister/>

