

**Cornwall Association of Primary Headteachers**

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Cornwall Association  
of Primary Heads

**CAPH****Pastoral Support Associates**

**Pastoral Support for School Leaders** (headteachers/heads of school/executive headteachers/principals thereafter referred to as school leaders).

**Terms of Reference and Guidance****Background**

Following an initiative started for the church schools in Cornwall by the Bishop, Cornwall Association of Primary Headteachers is facilitating similar provision, but using serving and former heads, for all primary schools following a successful pilot during 2016/2017.

**Role of the Associate**

- To provide pastoral support to the school leader through meetings, email and telephone contact.
- To build a positive and secure relationship with the school leader based on mutual trust and friendship in an environment that is non-judgemental, secure and confidential.
- To meet with and focus on the specific needs of that school leader with regard and respect for their emotional wellbeing, personal feelings and job satisfaction, supporting them in their ability to carry out their duties successfully, irrespective of the school's data, Ofsted report or demographic.
- To ensure that, on all occasions, the discussions between the associate and the school leader are completely confidential, secure and impartial.
- To be a good listener, showing empathy and understanding, developing an environment where the school leader feels confident that they can discuss any worries or concerns with the associate.
- To meet once or twice termly, as required by the school leader.
- To be prepared to be contacted by telephone and/or email at any time and maintain a high level of contact if required by the school leader.
- To be proactive in contacting and keeping in contact with the school leader whilst retaining regard for their workload.

promote

provide

support

educate

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### Guidance for Associates

- There is no need to read Ofsted reports or access data prior to any visit but it is acceptable to look at the website to obtain a 'flavour' of the school.
- There is no requirement to meet in school, in fact many heads prefer to meet elsewhere. A café or coffee shop; be guided by the school leader's wishes. If you do meet outside school over coffee please bear in mind the need to be discrete, such places are often crowded and you never know who is within earshot.
- There is no need to keep any paperwork and the suggestion is that you do not make notes whilst meeting with the school leader. If, however, you are concerned that something discussed has been contentious then it is acceptable to make notes afterwards as your record of the meeting. You should share this fact with the senior leader.
- Any safeguarding, child protection concerns or serious concerns for the well-being of the school leader must be reported to Ian Bruce or Vicki Rigby immediately.
- If you feel the relationship is not working or you are finding it difficult to engage with a school leader, or that there are other problems that affect your ability to provide support then do not hesitate to let us know. It is unreasonable to expect all partnerships to be successful and it in no way reflects the ability or personality of the associate or the school leader.
- Given that you are an experienced headteacher, you may be asked for advice about a problem that the school leader is experiencing and it is perfectly acceptable to offer suggestions or say what you did successfully in a similar situation or to advise where to get support, if you feel this is appropriate. It is worth noting any advice given.
- The support you give should be related to the head's emotional needs and there is no requirement to set targets or monitor achievement in any way whatsoever.
- There is no 'one size fits all' for this support and the needs of each school leader will be different.