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|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Department/Team** |  |
| **First Name** |  | **Current Position Held** |  |
| **Placement aim / experience required (i.e. why are you applying for a secondment and what do you hope to achieve from it?)** |  |

**Line manager details**

|  |  |
| --- | --- |
| **Your name** |  |
| **Your role** |  |
| **How long have you known the applicant?** |  |
| **Supporting statement** |  |

**Internal Secondment Report**

(to be completed if the applicant is successful, with copies for the trainee, line manager, coach/mentor and the Assistant Head teacher responsible for CPD)

**Part 1 - Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Trainee | Name of Line Manager | Name of Secondment Mentor/Coach | Dates secondment | Number of days  |
| **Agreed Strategic Leadership Development Task and leadership capabilities to be developed-** please describe in 150 words max: |
| **Context of Secondment** - please describe how the context of the secondment will provide opportunities to gain insights into an unfamiliar context, experience different leadership styles and practise the skills of contextual leadership in: |

**Internal Secondment Evaluation**

(to be completed, signed by relevant parties, with copies retained for performance management purposes)

**Part 1- Self- assessment**

|  |
| --- |
| **Evidence of development of contextual leadership** - please describe the difference the secondment has made to your leadership behaviours and how you benefitted from experiencing a different context and leadership styles: |

**Part 2 – Outcomes**

|  |
| --- |
| Please assess the following aspects of the trainee’s secondment by inserting X in the table using the 4 point scale: Very good/Good/Moderate/Poor   |
| **Leadership capabilities developed and demonstrated during secondment** | Verygood | Good | Mod | Poor |
|  |  |  |  |
| Please comment on how the trainee developed and demonstrated their leadership capabilities during the placement (100 words max): |
| **Contextual literacy/understanding of the school context developed during secondment** | Verygood | Good | Mod | Poor |
|  |  |  |  |
| Please comment on the trainee ability to understand the context of the school and take this into account when undertaking the Strategic Leadership Development Task (100 words max): |
| **Achievement of the planned outcomes of the Strategic Leadership Development Task** | Verygood | Good | Mod | Poor |
|  |  |  |  |
| Please comment on the trainees ability to complete the Strategic Leadership Task and achieve the planned outcomes (100 words max): |

**Signed Secondment Mentor/Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_**

**Signed trainee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

**Signed Assistant Head teacher (CPD) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**