

## Sample coach invite letter

Dear \_\_\_\_\_

We are currently in the process of setting up a teaching and learning coaching programme at \_\_\_\_\_ School. The principles of this are very simple – good, effective and reflective classroom practitioners are trained in the skills of coaching to work alongside another colleague, with a view to drawing out and developing good practice.

We very much appreciate the work that you do at \_\_\_\_\_ School and would like to ask you to consider being a part of the programme – as a coach. This would involve the following:

- attending a one-day training course on coaching skills
- developing these coaching skills further, by practising on each other in pairs, for the rest of this academic year – before going live
- attending a further one-day training course towards the end of the summer term to review progress and to plan for the year ahead
- start working with a colleague (who has volunteered for the programme) in a coaching pair from \_\_\_\_\_.

The plan is to have \_\_\_\_\_ coaches trained and in place by \_\_\_\_\_, with a view to training a further \_\_\_\_\_ by \_\_\_\_\_. The DCSF recognise that coaching is an essential skill for potential school leaders, as well as one of the key criteria for passing through the performance thresholds. So from the point of view of your own professional development, being involved in this programme would be invaluable.

I would be really grateful if you would contact me before the end of this week so that we can make an appointment for early next half-term to discuss your involvement in this programme.

I look forward to chatting with you soon.

Regards

Coaching Co-ordinator

