

School Leaders' Retention Project

Participant Information Sheet (PIS)

You are being invited to take part in a research study on Headteacher retention and support. Before you decide whether to take part, it is important for you to understand why the research is being conducted and what it will involve. Please take time to read the following information carefully before deciding whether to take part, and discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information. Thank you for taking the time to read this.

About the research

➤ **Who will conduct the research?**

Professor Steve Courtney (Manchester Institute of Education, the University of Manchester)
Dr Amanda Heffernan (Manchester Institute of Education, the University of Manchester)

➤ **What is the purpose of the research?**

We are seeking to interview former Headteachers about their experiences in the role, and what influenced their decisions to leave the profession. A focus on what could be done to more effectively retain people within the role will provide clear implications for policy and practice. Our overarching research questions are as follows:

RQ1: What influenced Heads' decisions to leave the profession?

RQ2: What support and structures might encourage Heads to remain within the profession?

RQ3: How might the identity shift from present through frustrated to erstwhile Headteacher be conceptualised?

You have been chosen as you were a former Headteacher who left the role within the last 5 years. In total, we hope to interview 20 Headteachers for this project.

➤ **Am I suitable to take part?**

You are suitable to take part in this research if you are a former Headteacher who left the role within the last 5 years for any reason (e.g. retirement or resignation).

➤ **Will the outcomes of the research be published?**

Outcomes of this research will be published in academic journals and presented at academic conferences. To ensure accessibility of the research findings we will also produce a publicly-available blog post for the BERA website, and create a video with a summary of the project findings. Alongside this, we will develop a policy brief. All outputs will be shared with participants as per their preferences.

➤ **Who has reviewed the research project?**

The project has been reviewed by The University of Manchester Research Ethics Committee.

What would my involvement be?

➤ What would I be asked to do if I took part?

If you took part, you would be asked to participate in 1 x 60 minute interview over Zoom or Microsoft Teams, at a time suitable to you.

Both members of the research team will endeavour to attend the interview. These interviews will be recorded, and the audio recordings will be used for transcription purposes. Video recordings will be deleted immediately after the conclusion of the interview.

Benefits to you in participating include: a chance to reflect on your experiences and share your insights and expertise with a view to developing recommendations for policy and practice in supporting Headteachers in the future. Risks may involve discussion of topics that could be distressing, and you will have the freedom to change the topic of conversation if desired.

➤ Will I be compensated for taking part?

No compensation will be offered for taking part in this project.

➤ What happens if I do not want to take part or if I change my mind?

It is up to you to decide whether or not to take part. If you do wish to take part, please email one of the researchers to volunteer. If you do decide to take part you will be given this information sheet to keep and will be asked to sign a consent form. If you decide to take part you are still free to withdraw at any time without giving a reason and without detriment to yourself. However, it will not be possible to remove your data from the project once data analysis has begun. This does not affect your data protection rights. If you decide not to take part you do not need to do anything further.

Recording of interviews is an essential element of the study for future transcription purposes. You should be comfortable with the recording process at all times and are free to stop recording at any time.

Data Protection and Confidentiality

➤ What information will you collect about me?

In order to participate in this research project we will need to collect information that could identify you, called "personal identifiable information". Specifically we will need to collect:

- Your name and signature on the consent form
- Your contact details for scheduling an interview, and for later sharing research outputs if you consent to this
- For recordings, we will be recording via zoom or teams (as per your preference) and as such are unable to only record audio. However only the audio file will be used for transcription purposes, and the video file will be destroyed immediately after the interview.
- Audio recording files will be destroyed immediately after the transcripts are completed.

➤ Under what legal basis are you collecting this information?

We are collecting and storing this personal identifiable information in accordance with UK data protection law which protect your rights. These state that we must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is “a public interest task” and “a process necessary for research purposes”.

➤ **What are my rights in relation to the information you will collect about me?**

You have a number of rights under data protection law regarding your personal information. For example you can request a copy of the information we hold about you, [including audio recordings](#).

If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our [Privacy Notice for Research](#).

➤ **Will my participation in the study be confidential and my personal identifiable information be protected?**

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained with this in mind, and your data will be looked after in the following way:

- All transcripts will be pseudonymised to ensure your confidentiality. Your name and any other identifying information will be removed and replaced with a pseudonym. The research team will have access to the key that links this pseudonym to your personal information.
- Data will be stored on the secure University of Manchester data storage facilities.
- Transcription services will be University of Manchester preferred suppliers, and are covered under confidentiality agreements.
- Data will be stored for 5 years.
- With your consent, we would also like to retain your contact details for 5 years in order to provide you with a summary of the findings for this study and also to inform you about future studies that you may be interested in. If you provide consent for this, your details will be safely stored on UoM servers in a digital folder only accessible to the study team and used only for the purposes described above.
- Your participation in this research will be recorded in Skype or Zoom and your personal data will be processed by Microsoft/Zoom. This may mean that your personal data is transferred to a country outside of the European Economic Area, some of which have not yet been determined by the United Kingdom to have an adequate level of data protection. Appropriate legal mechanisms to ensure these transfers are compliant with the Data Protection Act 2018 and the UK General Data Protection Regulation are in place. The recordings will be removed from the above third party platform and stored on University of Manchester managed file storage as soon as possible following the completion of data collection.

Please also note that individuals from The University of Manchester or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in auditing and monitoring the study will have a strict duty of confidentiality to you as a research participant.

Please note: if a safeguarding issue is revealed during the course of the interview, it may be necessary for the research team to break confidentiality and report to the relevant authority.

What if I have a complaint?

➤ **Contact details for complaints**

If you have a complaint that you wish to direct to members of the research team, please contact:

PROFESSOR STEVE COURTNEY (Manchester Institute of Education, University of Manchester)

Email: steve.courtney@manchester.ac.uk

Telephone: 0161 275 3503

If you wish to make a formal complaint to someone independent of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance then please contact

The Research Ethics Manager, Research Office, Christie Building, The University of Manchester, Oxford Road, Manchester, M13 9PL, by emailing: research.complaints@manchester.ac.uk or by telephoning 0161 306 8089.

If you wish to contact us about your data protection rights, please email dataprotection@manchester.ac.uk or write to The Information Governance Office, Christie Building, The University of Manchester, Oxford Road, M13 9PL at the University and we will guide you through the process of exercising your rights.

You also have a right to complain to the [Information Commissioner's Office about complaints relating to your personal identifiable information](#) Tel 0303 123 1113

Contact Details

If you have any queries about the study or if you are interested in taking part then please contact the researcher(s) via email:

PROFESSOR STEVE COURTNEY (steve.courtney@manchester.ac.uk) or

DR AMANDA HEFFERNAN (amanda.heffernan@manchester.ac.uk)