Headteacher Appointment Process: showing Diocese involvement

- Governing body receives headteacher’s resignation
  - chair of Governors to inform LA and Diocese Director of Education at same time
  - agree dates and attendance for future meetings with both.

- Initial Governor Body Meeting
  - explore financial sustainability & headship models including: Executive Headship, Multi Academy Trusts, Federation models, Head of School or substantive Headteacher.

- Decision to appoint is made
  - Selection Panel agreed & timescales set.

- Initial Recruitment Meeting
  - confirm the vacancy, agree salary range, the aims and objectives of the recruitment and key areas for the recruitment panel to include
  - agree the composition of the Selection Panel.

- Recruitment Panel Meeting – including LA and Diocesan Adviser
  - agree job description & person specification
  - agree use of confidential references
  - decide how to advertise the post
  - give early consideration to timescales for the process (shortlisting, visits to school, any visits to candidates, the number of interview days and types of activities)
  - decide on application pack (to include letter from Diocesan Director of Education).

ADVERTS PLACED
START TO SEND OUT APPLICATION PACKS
RECEIVE APPLICATIONS

- Shortlisting Meeting – incl LA & Diocesan Adviser
  - agreement of the shortlisting procedure (Advisers can provide examples)
  - initial screening to exclude any candidates who do not meet essential criteria
  - consideration of all other applications against the agreed selection criteria and a decision made whether to create a shortlist or re-advertise
  - finalise the selection procedure, including tasks/activities
  - use of references.

- Interviews – incl LA & Diocesan Adviser
  - to include tasks and questions based on church school vision.

- Post Interview
  - position offered subject to pre–employment checks
  - feedback offered to non-successful applicants
  - Diocese contacts new Headteacher to arrange Diocesan training and support.