



School Leader/Headteacher Recruitment Process

Draft Preliminary Meeting Agenda

Useful document for pre-reading: <https://www.gov.uk/government/publications/recruiting-a-headteacher>

1. Introduction – who is who/roles and responsibilities
 - Confirmation of the election of selection panel from governing body
 - % Foundation Governors
 - one Governor who has completed Safer Recruitment training.
2. Church School Context and desired leadership role
 - Update by Governors/MAT to support determination of key requirements of the post
 - SDBE Consultant to advise re
 - i. how school's vision can be 'lived out' through the recruitment process
 - ii. candidates as 'lay spiritual leaders of a church school'
3. Preliminary Formalities
 - Determine pay – Individual School Range (ISR) as per school/MAT's Pay and Conditions Policy or [government guidance](#) (as at 2018)
 - Budget for recruitment process; where to advertise.
4. Agree key dates in line with the SDBE timeline (sent separately):
 - Advertising date range
 - Application closing date
 - Shortlisting date (allow enough time for references)
 - Interviews and ratification by Full Governing Body (subject to approval by MAT Trust Board)
5. Discuss format and content of advertisement (view sample adverts and example list)
 - Agree essential aspects of the Person Specification for Church School leaders
 - Letter from Chair
 - Vision/Ethos and information about Church School community
 - Job Description (usually forms initial support for PMR upon appointment)
 - Person Specification
 - Safer Recruitment Self-Disclosure Form
6. **A.O.B**

*'If your actions inspire others to dream more, learn more, do more
and become more, you are a leader'*

John Quincy Adams