

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.