

# GUIDANCE FOR GOVERNORS ON PROCEDURES FOR APPOINTMENTS OF HEADTEACHERS IN CE VOLUTARY AIDED SCHOOLS

## Start



**STEP 1**

**NOTIFICATION**

- a) Chair notifies LA and Diocese of vacancy
- b) Chair agrees date for initial meeting of the governing body (or appointment committee)
- c) Officers from LA/Diocese attend initial meeting to give advice and support
- d) Governing body/appointment
- e) committee agree when to hold a governing
- f)

**STEP 2**

**PRELIMINARY MEETING**

In line with LA's code of Fair Recruitment, the governing body, advised by LA and Diocese will:

- a) Confirm vacancy
- b) decide to appoint
- c) Note that the appointment is made by the full governing body through the ratification meeting
- d) Accept the need for complete confidentiality
- e) Be made aware of the school's needs
- f) Agree job description
- g) Agree person specification
- h) Agree use of confidential references
- i) Agree salary range
- j) Agree contract to be used. (Nat. Soc. Contract is recommended)
- k) Decide how to advertise the post
  - > Content
  - > Format
  - > Cost
  - > Where placed
- l) Agree date of advertisement
- m) Agree closing date
- n) Decide on info to be sent to applicants 2:17
  - > Dates relative to process
  - > School information
  - > School brochure
- o) Agree selection procedure
- p) Decide who will prepare the material to

**STEP 3**

**PREPARATION FOR SHORT LIST MEETING**

In order to prepare for the short listing meeting – governors LA/Diocese will be sent:

- a) Information pack as sent to applicants
- b) A copy of each candidates application
- c) Grid of person specification criteria to shortlist against

Before the Selection meeting governors need to:

- d) Look at each application with regard to person specification criteria
- e) Complete the shortlisting grid

**STEP 4**

**SHORTLISTING MEETING**

- a) Governors LA and Diocese bring completed shortlisting packs to the meeting
- b) Governors eliminate any candidates who do not meet the person specification criteria
- c) All other applications are considered
- d) Decide whether to
  - I. Shortlist
  - II. Re-advertise
- e) If re-advertising go back to STEP 2
- f) If shortlisting plan the format for the interview day. Eg.
  - > Panels
  - > Presentation seen/unseen
  - > Scenario
  - > Full panel
  - > Go home after interview
  - > Interpret data
  - > Questions
  - > Needs of the school
- g) agree arrangements for getting confidential reference
- h) Invite candidates for interview
- i) Agree focus and composition of selection panels
- j) Agree arrangements for the day and finalise
- k) Agree time and date for candidates to visit the school
- l) Agree venue for interviews

LA/Diocesan Officers to give advice and support

**STEP 5**

**GOVERNORS' PREPARATION FOR THE INTERVIEW DAY**

Governors should:

- a) Remind themselves of the person

**STEP 6**

**THE INTERVIEWS**

On the day governors need to:

- a) confirm arrangements for the day
  - I. The role of Governors
  - II. The role of LA and Diocesan Officers
  - III. The pattern the day will take
  - IV. Arrangements for the whole governing body to meet to ratify the appointment
- b) Finalise the stage one questions for all candidates
  - I. Equal opportunities
  - II. Who is asking?
  - III. Batting order
  - IV. Timing
  - V. Agree a cut off point
  - VI. Agree the use of additional information such as-reports from meeting with the school council, or results of assessment centre work; when to use the
  - VII.

**STEP 7**

**STAGE I OF THE INTERVIEW PROCESS**

- a) Conduct the first stage of interviews
- b) Agree against a set process, which candidates should go through to the p.m. session and which should be eliminated. (Reasons needed)
- c) Agree arrangements for debriefing for unsuccessful candidates

**STEP 8**

**STAGE 2 OF INTERVIEW PROCESS**

- a) Panel agrees on:
  - I. Questions
  - II. Who is asking
  - III. Batting order

LA/Diocesan Officers to give advice and support
- b) Conduct interviews
- c) Ensure each candidate is willing to sign Nat. Soc. Contract
- d) Panel decides if any candidates are appointable
- e) If no – go back to STEP 2
- f) If yes – look at confidential references
- g) Agree appointment
- h) Decide how unsuccessful applicants will be informed
- i) Offer the post and subject to clearance procedures

**STEP 9**

**NOTIFICATION OF APPOINTMENT**

- a) Inform the schools' personnel team at the LA and the Diocese of the outcome of the interviews
  - I. Name of candidate
  - II. Date of appointment