

SDBE SENIOR LEADER RECRUITMENT CHECKLIST FOR GOVERNORS AND ACADEMY TRUSTS 2019-20

Timeline		Responsibility	Notes
Week 1&2	Inform the Board of Education of your leader's resignation/decision to undertake a school/MAT leader recruitment via Emma Waters Email: emma.waters@salisbury.anglian.org Tel: 01722 746953	Chair of Governors MAT CEO / HR	Contact LA if maintained school. MAT HR/Panel lead to share possible Job Description/Person Spec for SDBE to advise into.
	A Diocesan consultant will be assigned to you by Nicola Coupe. (This is core foundation provision, 'gifted' to schools at no cost.)	DBE	
	DBE consultant to contact Chair of Governors / Panel Lead; hold initial conversation; provide appropriate resources to context.	DBE consultant	
	Arrange Preliminary Meeting with recruitment panel to finalise documentation for role (Headteacher/Head of School/ C.E.O/ Principal). Vision & spiritual leadership. Identify recruitment budget.	Chair of Governors/chair of panel MAT CEO/HR	DBE Adviser will share draft agenda to guide preparation.
Preliminary Meeting:			
Week 3	Agree on dates for advertising and subsequent shortlisting and interviews (in order to provide time for references to be taken up and returned, wherever possible allow a minimum of ten days between short listing and interview dates)	Panel	
	Prepare advert, job description, person specification and information pack (see below). Shortlisting grid should match person specification. (What is written in this material drives the content of the interview.)	Panel	The process & docs should make it clear to applicants how their spiritual leadership of a church school will be supported.
	Reflect upon how vision and values will inform documentation. How will it be reflected in interview – wisdom, hope, community, dignity?	Panel with DBE consultant support	
	Investment in recruitment: In addition to LA and Diocesan websites explore which national (eg:TES, ETeach, Indeed) package to use.	Panel	
	Determine who will show round visiting / potential applicants and set aside dates for this. Ensure 'fairness' for internal applicants.	Panel	
	Update DBE with details of recruitment – SALDIMS	DBE consultant	
Documents to prepare:			
Week 4 & 5	Email all final draft documents to Diocesan and LA advisers for comment/proof-reading. Include: <ul style="list-style-type: none"> • Advert – including safeguarding statement • Salary Range of Post • NOR (number of pupils on the roll) School /Group • School Logo/MAT Logo (in Jpeg/PNG format) • Letter from the Chair of Governors &/or MAT CEO • Vision and Ethos statements – Church School Effectiveness for school (and MAT where applicable) • Job Description & Person Specification • Information about the Academy Trust & vision if applicable • Date range for vacancy to be advertised • Dates for visits to school and how to contact the school to arrange them • Closing date, Shortlisting Date, Interview Date • Email address of 1 chosen person to receive applications (use a school/official MAT or LA email address) Consider GDPR School/MAT send final documents to LA and DBE for records DBE website can advertise vacancies at no charge – please contact michael.ford@salisbury.anglican.org	Chair of Governors & Panel If in MAT, include representatives eg: CEO, Executive HT/HR Director in line with MAT procedures	
Week 6 & 7	Candidates visit school as arranged by selection panel at the preliminary meeting. Parity of experience to be secured.	Chair of Governors / Panel	
Week 7 & 8	Applications collated until closing date	Chair of Panel/ MAT HR or LA	

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Application review and preparation for shortlisting (ideally 4 days prior):			
Week 8 & 9	Application forms sent to the selection panel for Scoring. GDPR care. (Should not include information for equality & diversity monitoring.)	Chair of Panel/MAT or LA HR	
	Panel members separately assess applications against the person spec. using grid. (May include relevant information in public domain such as inspection reports where it is clear that candidate's work is referenced. May not use 'gossip/hearsay/unrelated information').	Panel	
	Shortlisting meeting:		
	Decide who does not meet selection criteria & who scores highly enough to be interviewed. Identify elements to probe /gaps in service	Panel	
	Discuss and agree interview tasks for the day. Adjust questions.	Panel	
	Agree selected tasks and approx. timetable for the day (can be finalised after the shortlisting meeting by agreement). Record docs.	Panel	
	Consider practicalities: spaces, refreshments, toilets, name-labels, confidentiality, TLC of candidates. How will school 'live out vision'?		
	Request references, to cover five years of employment history. (<i>Allow min.10 days' notice between shortlisting & interview for reference checks</i>).	LA/Consultants/MAT	Keep references CONFIDENTIAL until day of interview.
	Chair of Governors/panel or MAT HR send out official rejection letters	LA/ Gov/ MAT	
	Post meeting - Discuss timetable and room allocation with admin staff	Chair of Panel	
	Post meeting - Update DBE records on SALDIMS	DBE consultant	
	Inform candidates of invitation to interview in writing. Give some details of the day's activities/presentation theme etc. Request evidence of qualifications, identity, right to work in UK, DBS.	Chair of Governors/ Panel/ MAT HR	
	Arrange governor ratification meeting at the end of the interview day	Chair of Governors	
Week 10 & 11	Interview day: DBE consultant / LA adviser read references at start of day – to check for child protection concerns		
Check evidence of qualifications, right to work in UK, DBS, Personal documents eg Passport. Return to candidates during day.	School Admin/MAT HR	Copies are not taken at this stage.	
Chair of Governor (or DBE consultant if preferred) welcome candidates, thanks, Introduce to MAT CEO/panel	Panel		
Carry out selection process as planned	Panel		
Score and collate feedback. Consider mid-day decision to only take % of candidates through to pm. Decisions to be clear & evidenced.	Panel	All records to be retained - 6 months.	
Agree successful candidate's areas for development to inform the new school Leader's Performance Management process/CPD needs	DBE consultant		
Advise Chair and Incumbent re. DBE provision to support new school leader – eg Commissioning service, induction and PSA subscription.	DBE consultant		
Advise re DBE New Leader induction visit in first months of new post.	DBE consultant	Consider mentoring	
DBE consultant able to clarify feedback to unsuccessful candidate/s.	DBE consultant		
After Interviews			
Documentation to be collated and kept at school (if Academy/MAT) or to DBE if church school not in a MAT	MAT/consultant		
Ratify appointment with governors (minuted by Clerk).	Governors & Clerk	Trust Board-ratification depending on S.O.D.	
Offer headship to successful candidate - Advise Salary offer	Chair of Govs/Panel		
Advise unsuccessful candidates and offer feedback	DBE / LA adviser		
Finalise DBE Records on SALDIMS & arrange sending of DBE Survey	DBE consultant		
Inform Diocese and LA of finalisation of appointment	Chair of Governors		
Complete evaluation form/Survey for DBE	Chair of Governors	2-3 months into headship	
Contact			
	Name	Role	Email
	Emma Waters	Education Services Assistant	emma.waters@salisbury.anglican.org
	Nicola Coupe	Lead Recruitment Consultant	nicola.coupe@salisbury.anglican.org
			Telephone Number
			01722 746953
			07469 857670