* As soon as it is know that there is to be a vacancy the Governing Body should notify the Diocese and Local Authority (LA) at the same time and seek support and advice
* Governors are encouraged to informally discuss the appointment procedures with Diocesan and Local Authority Officers
* A date should be agreed for a specially convened meeting often called the ‘initial set up meeting’, at which the governors discuss the school’s requirements, appoint a panel to manage the process and agree the timescale for the appointment
* The membership of the panel should include at least one foundation governor
* All main categories of governor should be represented appropriately; but the panel should not be too large and have an ‘odd’ rather than ‘even’ number
* The panel is to shortlist, interview and if appropriate recommend an interviewee to the governing body for appointment.
* In a Voluntary Aided school, the governing body has to decide whether it should be a requirement of the job that the Head Teacher must be a member of the Church of England, or whether they wish a more general requirement for Christian commitment. The reasons for the decision should be minuted
* In a Voluntary Controlled or Foundation School, the governing body cannot require Church of England membership for the Head Teacher; but “regard may be had to [the candidate’s] ability and fitness to preserve and develop the religious character of the school”.

**Timescale**  
  
The Appointment Panel will need to work ‘backwards’ when setting timescales because successful candidates need to give statutory notice as follows:

* By the end of October for appointments commencing in the spring term
* By the end of February for appointments commencing in the summer term
* By the end of May for appointments commencing in the autumn term
* For candidates who are serving Headteachers, an additional month’s notice is required
* Diocesan and LA advisors will give a general overview of the appointment process and the implications for governors then support you each step of the way. This will cover the appointment procedure; employment legislation; equal opportunity policy; confidentiality; safer recruitment guidance.

**Tasks at the meeting**

* Agree job description – models can be provided
* Discuss and agree person specification / selection criteria - The Job Description and Person Specification should include the Head Teacher’s strategic responsibility to preserve and develop the school’s religious character
* Agree salary range – the LA provide comparisons
* Decide how and where to advertise – wording, style
* Give consideration to timescales – for shortlisting; interviews; ratification of appointment
* Check when the advert needs to be with the LA
* At least 5 working days between closing date and shortlisting
* At least ten working days between short-listing and interview

**Information pack to be sent to applicants**  
  
For example:

* A copy of the advertisement
* Letter from the Chair
* Information about the school
* Information about the LA
* Information about the diocese
* Details of the post
* Dates of the selection process
* Arrangements for pre-application visits to the school
* Application Form
* Job description
* Person specification
* Equal opportunities monitoring form
* Reference to safeguarding
* Any other information governors think would attract interested applicants to apply

**Procedure**

* Agree the composition of the appointment panel and the selection procedure. Ideally, those taking part should be available for the whole selection process

**Following the above meeting**  
  
Chair of Governors to:

* Confirm advertisement wording with the LA
* Ensure agreed documentation is sent to the LA
* Confirm interview venue and arrangements
* Forward the letter from the Chair to the LA for inclusion in the pack
* Arrange for packs to be sent out on request
* Arrange for all applications received to be sent out to the appointments panel after the closing date
* Ensure that the diocese is kept fully informed at all stages

**Shortlisting meeting**

* Before the shortlisting meeting the appointments panel, LA and diocesan officers should be sent a copy of the job description, person specification and a copy of each candidate’s application
* The appointments panel should individually consider each application, the form and letter against the criteria agreed at the initial meeting
* The appointment panel agree confidentiality, equal opportunities and shortlisting procedure
* The appointment panel commence a first screening to rule out any candidates who do not meet the essential criteria.  Advice will be offered by the LA and Diocesan officers
* The panel will then consider all the other applications against the criteria and decide whether or not to produce a shortlist or re-advertise
* If a shortlist is produced, the appointment panel go on to finalise the selection procedure: tasks for interview day; areas of questioning; interview arrangements; use of references. Advice will be offered by the LA and Diocesan officers
* The panel will need to agree arrangements for shortlisted candidates to visit the school.  Usually the Chair of Governors or other delegated panel members oversees this. It often includes a tour of the school in action; meet pupils; opportunity for candidates to seek information

**Inviting candidates for interview**

* Normally the LA do this on behalf of the governing body and include arrangements for safeguarding and qualification checks
* The LA write to request confidential references
* The LA check for any reasonable adjustments required by candidates to allow them access for interview

**Interview day**

* Governors confirm arrangements for the day
* Decide how/if candidates will be ‘graded’ during the panel interviews and how these grades will be used
* The need for confidentiality and equal opportunities
* The questions and who will ask them
* Conduct during the interviews
* Following interviews, a discussion of the strengths and weaknesses of each candidate in turn in relation to the selection criteria
* A decision whether to appoint or re-advertise
* Conditionally offer post subject to ratification by full governing body
* Confirm start date and salary
* Decide how unsuccessful candidates will be told
* Full governing body meet to ratify the appointment
* Confirm the offer of appointment is subject to the usual checks
* Decide how the school community and parents will be told of the appointment
* Ensure that all notes, forms, letters and applications are given to the LA officer
* Agree feedback arrangements for unsuccessful candidates
* Governors agree induction arrangements and support for successful candidate