

Communication with SDBE when appointing a new Headteacher/Principal/Head of School for a church academy or appointing a mixed MAT CEO

1. The Academy Trust's Articles of Association (usually Articles 107-107E and the Funding Agreement for a Church School include an obligation to consult the DBE when appointing a CEO or Executive Head (ie the most senior employee of the Academy Trust) and when appointing a Headteacher, Head of School or Principal for a Church School. This document sets out how to comply with those obligations.
2. The SDBE Corporate Member should be informed by the Chair of Directors/Trustees of any appointment as early as possible.
3. The SDBE Corporate Member must inform the Lead Academy Consultant for SDBE.
4. The Lead Academy Consultant will liaise with the appointment lead within the MAT and confirm timescales relating to the appointment process.
5. The appointment lead must involve a SDBE Headteacher appointment consultant **before** advertising the position to ensure that all SDBE requirements are met.
6. Agree timeline with the Headteacher appointment consultant to include advertisement, shortlisting and interview date.
7. Upon appointment, the appointment lead must inform the SDBE Lead Academy Consultant of the result of the process and provide contact information of the successful candidate to ensure a welcome from the SDBE and to enable any SDBE induction processes to be offered.