<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform the Board of Education of your headteacher’s resignation via Sam Ter Haar</td>
<td>Chair of Governors</td>
</tr>
<tr>
<td>Email: <a href="mailto:samuel.terhaar@salisbury.anglican.org">samuel.terhaar@salisbury.anglican.org</a> Tel: 01722 746944</td>
<td></td>
</tr>
<tr>
<td>Paul Nation will assign you a Diocesan Consultant</td>
<td>DBE</td>
</tr>
<tr>
<td>DBE consultant to provide appropriate resources to Chair of Governors / Panel</td>
<td>DBE Consultant</td>
</tr>
<tr>
<td>Arrange a preliminary meeting with your panel to arrange dates and documentation for Headteacher process</td>
<td>Chair of Governors</td>
</tr>
</tbody>
</table>

**Preliminary Meeting:**

- Agree on dates for advertising and subsequently dates for 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 your advert, job description, person specification and information pack (see below) | Panel |
- Consider whether you would like to offer a video application as part of your package. This is a 90 second (1 minute 30 seconds) video in which the applicants have the opportunity to talk about their career to date, previous experience, and any professional or personal interests they have. | Panel |
- In addition to LA and Diocesan websites explore which TES package you may wish to use. Information for this can be found here: https://www.tes.co.uk/tesassets/images/advertise/TES_Hiring_Solutions.pdf or at www.tes.co.uk | Panel |

**Documents to prepare:**

- Email all documents to Diocesan and LA advisers for comment. Ensure you send:
  - Your Advert
  - Salary Range of Post
  - NOR (number of pupils on the roll)
  - School Logo (in Jpeg/PNG format)
  - Letter from the Chair of Governors
  - Job Description
  - Person Specification
  - Any pictures you would like included if this is part of your chosen package
  - Details of the Chosen TES Package
  - Date you would like your vacancy advertised
  - Closing date
  - Shortlisting Date
  - Interview Date
  - Email address of 1 chosen person to access applications | Chair of Governors / Panel |

**Shortlisting:**

- Circulate application forms to the selection panel | Admin staff |
- Assess applications against the person spec. | Panel |
- Inform candidates of invitation to interview | Chair of Governors |
- Discuss and agree interview tasks | Panel / DBE / LA |
- Prepare selection tasks and timetable for the day | Panel / DBE / LA |
- Request references |   |
- Discuss timetable and room allocation with admin staff | Chair of Governors |
- Inform unsuccessful candidates | Chair of Governors |
- Arrange governor ratification meeting at the end of the day | Panel |
# SDBE HEADSHIP RECRUITING CHECKLIST

## After Interviews

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offer headship to successful candidate - Advise Salary offer</td>
<td>Chair of Governors</td>
</tr>
<tr>
<td>Advise unsuccessful candidates and give feedback</td>
<td>DBE / LA Consultants</td>
</tr>
<tr>
<td>Ratify appointment with governors</td>
<td>Governors</td>
</tr>
<tr>
<td>Clerk to governors to minute the ratification</td>
<td>Clerk</td>
</tr>
<tr>
<td>Inform Diocese and LA of appointment</td>
<td>Chair of Governors / admin</td>
</tr>
<tr>
<td>Complete evaluation form of the process and return to the Diocesan Board of Education</td>
<td>Chair of Governors</td>
</tr>
</tbody>
</table>

## Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samuel Ter Haar</td>
<td>Education Services Assistant</td>
<td><a href="mailto:samuel.terhaar@salisbury.anglican.org">samuel.terhaar@salisbury.anglican.org</a></td>
<td>01722 746944</td>
</tr>
<tr>
<td>Paul Nation</td>
<td>Lead Headteacher Consultant</td>
<td><a href="mailto:Paulnation32@gmail.com">Paulnation32@gmail.com</a></td>
<td>01202 889102</td>
</tr>
</tbody>
</table>