



SDBE HEADSHIP RECRUITING CHECKLIST

	Responsibility	Notes
Inform the Board of Education of your headteacher's resignation via Sam Ter Haar Email: samuel.terhaar@salisbury.anglican.org Tel: 01722 746944	Chair of Governors	
Paul Nation will assign you a Diocesan Consultant	DBE	
DBE consultant to provide appropriate resources to Chair of Governors / Panel	DBE Consultant	
Arrange a preliminary meeting with your panel to arrange dates and documentation for Headteacher process	Chair of Governors	
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/SES_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: <ul style="list-style-type: none"> • 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	Panel	
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	



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After Interviews			
Offer headship to successful candidate - Advise Salary offer		Chair of Governors	
Advise unsuccessful candidates and give feedback		DBE / LA Consultants	
Ratify appointment with governors		Governors	
Clerk to governors to minute the ratification		Clerk	
Inform Diocese and LA of appointment		Chair of Governors / admin	
Complete evaluation form of the process and return to the Diocesan Board of Education		Chair of Governors	
Contact			
Name	Role	Email	Telephone Number
Samuel Ter Haar	Education Services Assistant	samuel.terhaar@salisbury.anglican.org	01722 746944
Paul Nation	Lead Headteacher Consultant	Paulnation52@gmail.com	01202 889102