



SDBE SCHOOL LEADERS RECRUITING CHECKLIST

Timeline		Responsibility	Notes
Week 1 & 2	Inform the Board of Education of your leader'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/ Head of School/ C.E.O/ Principal process	Chair of Governors	
Preliminary Meeting:			
Week 3	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.	Panel	
Documents to prepare:			
Week 4 & Week 5	Email all documents to Diocesan and LA advisers for comment. Ensure you send: <ul style="list-style-type: none"> Your Advert – including safeguarding statement 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 Send documents to Local Authority: Wiltshire – Sarah Fraser (sarah.fraser@wiltshire.gov.uk/recruitment@wiltshire.gov.uk , alice.taylor@wiltshire.gov.uk Dorset – Recruitment Staff TBC Poole – Gaynor Cupper (gaynor.cupper@poole.gov.uk) Bournemouth – Recruitment Staff TBC 	Chair of Governors / Panel	
Week 6	Candidates visit school as arranged by selection panel at the preliminary meeting.		
Week 7	Applications – closing date		
Week 8	Shortlisting:		
	Circulate application forms to the selection panel	Admin staff	



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	Assess applications against the person spec.	Panel	
	Inform candidates of invitation to interview	Chair of Governors	
	Discuss and agree interview tasks for the day		
	Prepare selected tasks and timetable for the day	Panel / DBE / LA	
	Local Authority to request references, this will cover five years of employment history. <i>(Allow two weeks' notice between shortlisting date and interview date for reference checks to take place)</i>	LA Consultants	
	Local Authority to send out official rejection letters on behalf of the Chair of Governors	LA Consultants	
	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	Clerk	
Week 9/10	Interview day	Panel / DBE / LA	
	Activities		
	After Interviews		
	Offer headship to successful candidate - Advise Salary offer	Chair of Governors	
	Advise chair of Induction Process. Highlight successful candidate's areas for development to inform the new school Leader's Performance Management process	DBE / LA Consultants	
	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	
	Discuss New Headteacher Induction Process		
	Complete evaluation form of the process and return to the Diocesan Board of Education	Chair of Governors	
Contact			
	Name	Role	Email
	Samuel Ter Haar	Education Services Assistant	samuel.terhaar@salisbury.anglican.org
	Paul Nation	Lead Headteacher Consultant	Paulnation52@gmail.com
			Telephone Number
			01722 746944
			01202 889102