School Leader/Headteacher Recruitment Process

Draft Preliminary Meeting Agenda


1. Introduction – who is who/roles and responsibilities
   - Confirmation of the election of selection panel from governing body
     - % Foundation Governors
     - one Governor who has completed Safer Recruitment training.

2. Church School Context and desired leadership role
   - Update by Governors/MAT to support determination of key requirements of the post
   - SDBE Consultant to advise re
     i. how school’s vision can be ‘lived out’ through the recruitment process
     ii. candidates as ‘lay spiritual leaders of a church school’

3. Preliminary Formalities
   - Determine pay – Individual School Range (ISR) as per school/MAT’s Pay and Conditions Policy or [government guidance](https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment/) (as at 2018)
   - Budget for recruitment process; where to advertise.

4. Agree key dates in line with the SDBE timeline (sent separately):
   - Advertising date range
   - Application closing date
   - Shortlisting date (allow enough time for references)
   - Interviews and ratification by Full Governing Body (subject to approval by MAT Trust Board)

5. Discuss format and content of advertisement (view sample adverts and example list)
   - Agree essential aspects of the Person Specification for Church School leaders
   - Letter from Chair
   - Vision/Ethos and information about Church School community
   - Job Description (usually forms initial support for PMR upon appointment)
   - Person Specification
   - Safer Recruitment Self-Disclosure Form
   Panel to create these documents and Consultant to proof-read/approve over forthcoming days

6. A.O.B
   ‘If your actions inspire others to dream more, learn more, do more and become more, you are a leader’
   John Quincy Adams