

SHELDON SCHOOL
A Foundation School

APPOINTMENTS PROCEDURE

This procedure has been prepared in response to the requirements laid down by the Education Reform Act 1988, the Education Act 2002 and The School Staffing (England) Regulations 2003.

1 Purpose, scope and principles

- 1.1 The procedure seeks to facilitate the prompt and accurate processing of appointments made by the Governing Body.
- 1.2 The procedure will apply to all categories of employee employed by the school.
- 1.3 Although reference is made to good recruitment practice and the determination of the number, categories and grades of employees within the procedure it is not intended to be a comprehensive guide on the subject.
- 1.4 The time limits referred to in the document may be varied provided that all parties agree.
- 1.5 Care should be taken at meetings of the Governing Body (or its committee or selection panel) where the dismissal, promotion, retirement, suspension or transfer from one post to another of an employee at the school requires consideration. If a person present at such a meeting has a direct interest in the matter in question she/he should take no part in its consideration or discussion (withdrawing from the meeting during its consideration or discussion unless the Governing Body, committee or selection panel, as the case may be, decide otherwise) and should not vote on any question about it. Persons will be regarded as having a direct interest if they or their relatives (including spouses) living with them are also employees at the school and could be a candidate for any vacant post resulting from a decision on the matters referred to above.

2 Duties and responsibilities of Governing Bodies

- 2.1 Under their conditions of service Headteachers have a duty to advise on staffing levels in the school. The Headteacher will report periodically on this subject to the staffing committee of the Governing Body. It is the responsibility of Governing Bodies to decide the staffing levels required and, in considering this, they will wish to take account of factors such as current and future needs of the school and budgetary constraints.
- 2.2 Where a vacancy arises the duties and responsibilities of the Governing Body in filling that vacancy vary according to the type of vacancy.

2.2.1 Appointment of Headteacher

- i) The Governing Body is responsible for the appointment of the Headteacher.
- ii) The vacancy must be advertised nationally.
- iii) The Governing Body will appoint a selection panel which must comprise at least three members of the Governing Body and which will make recommendations to the full Governing Body, which will decide whom to appoint.
- iv) Where the post will not be filled before the date on which it falls vacant the Governing Body may appoint an acting Headteacher.
- v) Governors will appoint an independent educational consultant with appropriate experience to advise them.

2.2.2 Appointment of other members of the Leadership Group

- i) The Governing Body is responsible for the appointment of members of the leadership group.
- ii) The Governing Body must consider the advice of the Headteacher before determining to appoint members of the Leadership Group.
- iii) The post of Deputy Headteacher must be advertised nationally.
- iv) The Headteacher will take part in the interview process for all members of the Leadership Team.

2.2.3 Appointment of Other Members of Staff at the School

- i) The Headteacher has delegated responsibility for all staff appointments outside the leadership group.
- ii) A Governor, other than the Headteacher or teacher Governor, will take part in the interviewing process for Head of Faculty, Head of Year or more senior posts and also normally for other teaching posts, as far as is practicable.
- iii) An extended interview process (which may extend over more than one day) will be used when appointing a Head of Faculty, Head of Year or more senior posts.

3 The Procedure

3.1 Appointment of Headteacher

- Step 1 Review school requirements, appoint a consultant and prepare specification.
- Step 2 Appoint selection panel.
- Step 3 Agree Schedule for filling vacancy (when/where to advertise, when to shortlist/interview, when to report back to Governing Body).

- Step 4 Advertise vacancy and prepare supplementary information.
- Step 5 After closing date decide on "longlist" and request references for these candidates.
- Step 6 On receipt of references, draw up shortlist and invite shortlisted candidates for interview.
- Step 7 Interview and arrange for selected candidate to complete medical and police questionnaires.
- Step 8 Request full Governing Body to endorse recommendation (including the remuneration to be paid).
- Step 9 Issue a contract of employment (subject to satisfactory medical and police checks).

3.2 **Appointment of Other Members of Staff at the School**

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- Step 2 Appoint selection panel.
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- Step 4 After closing date decide on "longlist" and request references for these candidates.
- Step 5 On receipt of references, draw up shortlist and invite shortlisted candidates for interview.
- Step 6 Interview and arrange for selected candidate to complete medical and police questionnaires.
- Step 7 Issue a contract of employment (subject to satisfactory medical and police checks).

Steps 4 and 5 can be combined if there are few applicants or time is short.

- In the case of temporary appointments only, the Head may decide, at his discretion, to omit Steps 2 and 3.
- Where a member of staff is appointed to a temporary position and performs satisfactorily, such that the Head judges an advertisement is unlikely to attract a better applicant, the Head may seek the approval of the Governors' Staffing Committee to make the post permanent.

November 2007

Next Review: September 2010