

Recruiting a new headteacher or principal is the most crucial and significant responsibility governors undertake, as the consequence of this decision will have the greatest impact on the school's future performance. Please prepare yourselves!



Initial key questions for Governors:



1. Where (as a school/academy) are we going?
2. How do we plan to get there?
3. What experience, skills and type of leader do we need to attract to meet our aims? (Analyse any skills gaps on SLT)
4. What is our attraction strategy going to comprise?
5. What career opportunities are we offering our new leader?

Until you have clear answers to these questions do not embark upon the practical aspects of running a recruitment campaign.

Justification for investing in you, the process and the future of your school:

“Evidence shows there is an undeniable link between good heads and good schools. Resources should be focussed on securing the best leaders. Governing Bodies must invest in CPD – Continuing Professional Development – for school leaders and for themselves.”

**Emma Knights
Chair NGA 2015**

Recruitment – some practical considerations

1. To run an effective headteacher recruitment process it is recommended that schools allow at least **10 weeks** for an effective procedure.
2. Time this to finish before key resignation dates and allow:
 - a. 2-3 weeks strategic reflection and production of promotional materials (preferably more)
 - b. 4 weeks advertising to get best value and give time for visits around aspirant heads' busy schedules
 - c. 1 week to collate, read and discuss applications
 - d. 1 week to notify shortlisted applicants so they can arrange release to attend interview days, plus seek references
 - e. 2-3 days for selection tasks, interview and ratification of appointment.
3. It is likely to take one person at least 3-4 days to pull together all the promotional materials and produce a strong candidate pack, after extensive discussion and consultation
4. All voting panel members should be involved in agreeing the final details, attend the shortlisting meeting and both interview days, so need to arrange adequate time off work
5. Arrange administrative capacity to respond to c 50 enquiries, arrange visits, collate and distribute applications etc
6. The panel should allow 1 day for agreeing, designing and planning the selection tasks and interview questions – don't tack this onto shortlisting – start while the advert is live
7. Typing up, duplication and administration of tasks and interview questions to provide evidence of selection decisions
8. Compliance with Safer Recruitment protocols

Outcome

I would not hesitate to work with Jacquie Baker in educational recruitment at a senior level. She brings a professional and disciplined approach to the recruitment process which is also cost effective in terms of the high quality outcomes that have been achieved.

**M. H. Surrey Academy and
Foundation Governor**

For advice and practical support please contact **Jacqueline Baker** jbaker@ascendeducation.co.uk

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