**Headteacher Recruitment**

**Our services, available to all Church of England schools and academies at no cost, are designed to support Christian Distinctiveness and include attendance and support through the headteacher appointment process (interviews and preparation meetings) and an initial visit to a newly appointed headteacher.**

Please read these notes together with the Local Authority Guidance for your school.

These notes are not exhaustive, but relate especially to your school’s religious character.

**First steps**

* As soon as the governing body knows that the headteacher is leaving, they should inform the Diocesan Director of Education and the Local Authority, for their support and advice.
* At a specially convened meeting, the governors discuss the school’s requirements and by a resolution appoint a panel to manage the process of recruiting a new headteacher
* In a Voluntary Aided school, the governing body should decide whether it should be a requirement of the job that the headteacher must be a communicant member of the Church of England, or whether they wish a more general requirement for Christian commitment. The reasons for the decision should be minuted in case there is any future challenge.
* The Job Description and Person Specification should include the headteacher’s strategic responsibility to preserve and develop the school’s Christian character.

**Composition of the panel**

* The membership of the panel should include at least one Foundation Governor.
* All main categories of governor should be represented appropriately; but the panel should not be too large: 3 or 5 members normally (must be at least 3).
* The panel should request that a Local Authority Officer and a representative of the Diocesan Board of Education be part of the interview panel and shortlisting meetings to ensure that the views of the Local Authority and the Diocese are represented.

**Function of the panel**

* Very briefly, the panel is to shortlist, interview and if appropriate recommend an interviewee to the governing body for appointment.

**Denominational character of the school**

* The panel should discover which candidates both understand the religious character of the school, and are personally equipped and committed to promote and support it.
* Legally, that character is Church of England, as is stated in the Instrument of Government.
* In a Voluntary Aided School, the governing body may require that the headteacher is an active member of the Church of England. In a Voluntary Aided (VA) school, the staff are employed by the governing body.The governors may decide to discriminate in favour of candidates who can demonstrate a positive commitment to the Christian faith. The requirements should be clear in advertisements and in job or person specifications. This right is not affected by current human rights or equal employment opportunities legislation.
* In a Voluntary Controlled or Foundation School, the governing body cannot require Church of England membership for the Head Teacher; but regard may be had to the candidate’s ability and fitness to preserve and develop the religious character of the school. In voluntary controlled (VC) schools, the Local Authority is the employer and their employment policies are used when appointing staff.

**Appointment**

* The panel recommends a candidate for appointment and the governing body, at a quorate meeting after the normal notice, makes the final decision. In a Voluntary Controlled school the Local Authority makes the actual appointment, and in a Voluntary Aided or Foundation school the governing body makes the appointment.
* The governors’ meeting is usually on the same date as the appointment process, to enable a timely job offer.

**Integrity of the process**

* It is especially important that the panel reaches its decision autonomously, with expert advice, and only considers information which comes through the appointment process.