

An overview of the Headteacher Recruitment Process

Questions to ask before we start the process

1. Has the Headteacher officially resigned? From what date do need someone in post?
2. Are we happy with the current leadership model?
 - a) Is it sustainable? (workload, teaching commitments)
 - b) Is it affordable? (long term projections?)
 - c) Is it the most effective model for school improvement in the future? (data trends)
 - d) Do you want to explore alternative leadership models?

Resignation dates

Start date	Resignation dates for serving Heads	Resignation dates for Deputy Heads / Senior Teachers
1 st September	30 th April	31 st May
1 st January	30 th September	31 st October
1 st May	31 st January	28 th /29 th February

Timetable for the recruitment process

Action	Timescale
Meet Governing Body to explain process, elect recruitment panel, begin application pack (person spec, advert, Job description)	Meeting One + 2 – 3 weeks (work in progress)
Finalise application pack and advert	Meeting Two (1 week)
Place advert	For at least 2 weeks
Closing date	At least two weeks after advert
Shortlisting meeting and planning for interviews	Within 1 week of closing date
Invite candidates for interview, request references	Immediately after shortlisting
Make practical arrangements for the interview day(s)	Within 1 – 2 weeks
Interview	Must leave 10 days after shortlisting to receive references
Ratification of appointment by full governing body	Immediately after interviews
Total time for whole process:	About 6 to 8 weeks