



DIOCESE OF
LINCOLN



THE CHURCH
OF ENGLAND

Jackie Waters-Dewhurst
Diocesan Director of Education

Dear Governors

Appointing a new Headteacher is one of the most significant activities a governing body undertakes as it has implications on the sustainability and good name of the school often beyond when current governors are in post.

The Lincoln Diocesan Board of Education (LDBE) seeks to support governors in securing the best possible Headteacher for each school's particular circumstances.

A Diocesan Recruitment Adviser will guide and support in this process. All schools and academies, whether they are in the Diocesan Service Level Agreement (SLA) or not, will receive support at:

- The initial meeting where the adviser will meet with the full Governing Body to explain the process and circumstances they should be aware of for their own school.
- The interview day

Schools and academies in the SLA receive comprehensive support at all stages of the process including:

- The initial meeting with the full Governing Body as described above
- Working with the selection panel to develop the advert and application pack
- Shortlisting against criteria for headship and then supporting the planning and preparation of the interview
- Attending the interview day
- Providing post interview support including feeding back to candidates and supporting the induction of the newly appointed Headteacher. If a suitable candidate has not been appointed, the adviser support the governors to consider next steps.

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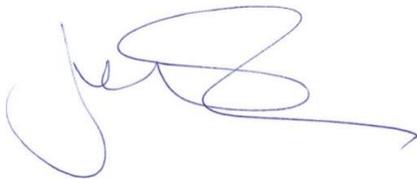
For Local Authority maintained church schools, the Diocesan recruitment adviser will work in conjunction with the LA adviser.

Recruitment Advisers are fully conversant with key documents and guidance such as Safeguarding- 'Safer Recruitment' and other national recruitment advice. The process offered reflects this advice. In LA maintained church schools, the Director of Children's Services is entitled to send a representative to the interviews of the selection activities as is the Director of Diocesan Education for Anglican Church Schools. Their role is to validate that the selection process has been fair and equitable (in order to safeguard the school from any potential complaint from a candidate) and secondly to advise on the appointability of individual candidates. They will not select for the governors but advise if any candidate does not demonstrate that they are suitable for headship at that school.

The Local Authority and Diocesan representatives will identify areas for feedback for all candidates whether successful or not. These should form the basis for individuals to build on their future applications and for the successful candidate the areas to prioritise for development for their first year or so of headship. Governing bodies then know what they might include in the new Headteacher's Performance Management objectives and induction training and support. For your information, attached to this letter is a flow chart which provides at a glance an overview of the process and who to contact for support.

We look forward to working with you in this fulfilling part of your work as governors and please do not hesitate to contact us for any further information you might need. For more information please contact the Diocesan Lead for Headteacher recruitment, Paul Thompson at paul.thompson@lincoln.anglican.org (01522 504010)

Yours sincerely



Jackie Waters-Dewhurst
Director of Diocesan Education