



A new Headteacher?

A guide to assist governors when planning the induction of a new headteacher.

**Central
Bedfordshire**

Successful recruitment processes do not end with the appointment decision. **Governors have a responsibility for the induction of their new headteacher**, which begins as soon as the appointment has been agreed.

Pre-Appointment (using LA recruitment pack)

A well-planned induction is a critical part of successful recruitment

Prospective and Shortlisted Candidates

Identify documents and information about the school which will be supplied to candidates

Induction

Plan an appropriate Welcome and Induction Programme

On Appointment

Confirm handover and induction arrangements

Communication

It is good practice to involve the new headteacher in major financial and staffing decisions which need to be made prior to commencement in post

Meetings

Where appropriate seek the co-operation and involvement of the outgoing headteacher

Documents

Many of these should have been made available at interview (see section 2)

Once in Post

Facilitate the new Headteacher's entry into the school and local networks

Meetings

Local Authority (LA), local networks, school, governing Body (GB)

Documents

School Development Plan (SDP), policies, budgets, personnel, passwords, etc

Training and Mentoring

Access training and funding opportunities. Work with mentor

Headteacher Recruitment and Induction Process

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Pre-Appointment

Identify documents and information about the school which will be supplied to candidates. Use The National College for School Leadership (NCSL), LA Headteacher Recruitment Packs and Headteacher Standards to create Advert, Job Description and Person Specification

Prospective candidates:

- SDP Summary
- Ofsted Report/summary
- Standards/Value Added Data
- School Profile
- School Prospectus
- Reference to Safe Guarding Policy

Identify additional documents and information about the school which will be supplied to candidates e.g.

Short listed candidates:

- RAISEonline
- Self Evaluation Form (SEF)
- Budget Plan
- Staffing Structure
- Copy of Safeguarding Policy
- Community of Schools
- Other Phase Specific Data

Welcome and Induction Programme to cover:

- Involvement before the start date
- Communication
- Meetings
- Documents/Policies
- Training
- Mentoring
- Funds
- Relationship building
- Create a checklist

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On Appointment

Immediately on appointment:

- Letter from Chair of Governors offering the job
- Invite appointee into school to talk with chair of governors to agree induction arrangements

In lead up to start date:

- Meet the rest of the GB
- Agree hand over arrangements and capacity of appointee and outgoing headteacher (HT) for liaison
- Source funding for HT Training and mentoring
- Review what HT Induction Training is available
- Set up mentor
- Visit the school and meet the staff
- Work with outgoing HT if appropriate
- Involve the new headteacher in major financial and staffing decisions
- List of key personnel contacts
- SDP and other targets
- Issue letter to parents announcing HT designate
- Prepare a set of clearly labelled keys
- Clarify when school will be open for access to HT designate
- Prepare an initial list of support service contacts e.g.
 - Area Education Officer (AEO)
 - School Improvement Partner (SIP)
 - HR Officer
 - Finance Officer
 - Press Office Contact
 - Inclusion Support Officer
 - Education welfare
 - Educational Psychologist

Ensuring a Positive Start

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Once in Post

- Provide information about local networks, key personnel and agency contacts
- Provide local network calendar of events and local network structure, especially feeder schools
- Provide LA calendar of meetings/events for HTs
- Provide dates for diary re staff meetings, GB meetings, Training Days etc
- HT to meet with SIP
- HT to meet with mentor
- Chair of Governors to meet with HT regularly
- Provide all policies/documents relating to Emergency/Continuity Information and contacts
 - a. All security passwords
 - b. Statutory policies
 - c. Care and protection of children
 - d. Personnel
 - e. Finance
 - f. LA
 - g. Local networks
 - h. School Improvement
 - i. Governance
 - j. Parents
 - k. Recording and reporting
 - l. Contracts in place e.g. grounds maintenance, IT equipment, photocopier, HR, and all buy back etc.
- Ensure registration to undertake Safer Recruitment Training with NCSL
- Complete the handover checklist

This guidance was compiled by:

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Handover Checklist

- Asset Management Plan ☐
- Budget ☐
- Calendar of events ☐
- Child Protection paperwork ☐
- Class timetables ☐
- Critical Incident Information ☐
- Curriculum plans, timetables, rotas etc. ☐
- Exclusions information ☐
- Extended Schools arrangements ☐
- First Aid arrangements ☐
- Fischer Family Trust Data ☐
- Governing Body meeting dates ☐
- Governor contact lists, committee terms of reference ☐
- Governor Safer Recruitment Certificate ☐
- Governor visit dates ☐
- Last Ofsted Report ☐
- Last Parental Survey ☐
- Last School Profile ☐
- Latest Governing Body minutes ☐
- List of CRB for all staff ☐
- Lunchtime arrangements ☐
- Performance Management & CPD Records ☐
- Personnel Files ☐
- Premises bookings ☐
- Raise Online ☐
- Relevant staff job descriptions ☐
- School day sessions and times ☐
- School Development Plan ☐
- School Prospectus ☐
- School Support Contacts list ☐
- Security passwords and codes ☐
- SEF ☐
- Self-Evaluation cycle ☐
- Set of labelled keys ☐
- Specialist Schools Documentation ☐
- Staff contact lists ☐
- Staff handbook ☐
- Staffing structure ☐

Plus any other information particular to "Your School"

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