



Headteacher Recruitment Guidance Document



Process

1. The Council is the employer for Community Maintained, Voluntary Controlled (VC), Maintained Nursery Schools and Special Schools and this document outlines the responsibilities that the Council and the governing body have in relation to headteacher recruitment. Recruiting a headteacher is arguably the most important task a governing body will undertake and this document is written to try and make it clear the actions that each party has through this process.
2. In accordance with the Education Act 2002, all maintained schools are required to have a headteacher, or a substitute person to undertake those responsibilities during the absence or pending recruitment of a headteacher. Academies and free schools have greater autonomy in determining their leadership structure.
3. When reviewing the strategic direction of the school, consideration may be given to alternative leadership arrangements, for example, a federation school may have one headteacher to oversee two or more schools.
4. Under the School Staffing Regulations 2009 there are actions that the Council and governing body must take when recruiting a headteacher.
5. In accordance with *Regulation 15(1) and 27(1)* the governing body must notify the Council in writing of:
 - Any vacancy for the headteacher; and
 - Where it identifies either a current or new post of deputy headteacher as one to be filled

These notifications should be sent to the Schools HR Statutory Service at the Council at HRServicesSchools@centralbedfordshire.gov.uk and the Schools' Improvement Adviser. The Council's Schools' Improvement Adviser must be included in the planning and execution of all recruitment activities. Schools may also choose to receive additional support through commissioning their own School Improvement Partner (SIP).

Schools with a religious character are advised to consult their diocesan authority/ faith body before undertaking the recruitment process.

6. Once notified of any vacancy the Council will:
 - Place headteacher advertisements on the [First Hand website](#)
 - Provide Council standard documents e.g. application form templates which can be found on the schools portal recruitment <http://www.centralbedfordshire.gov.uk/schools-portal/human-resources/recruitment/application.aspx>
7. Once the governing body has advertised the headteacher vacancy and shortlisted the candidates they must send the names of the shortlisted candidates to the Council in accordance with *Regulation 15(3)(a) and 27(3)(a)*. The shortlisted candidates form will be provided to you by your School Improvement Adviser. These forms must be used to notify the Council prior to interview, about who the shortlisted candidates are and this must be sent to the Schools HR Statutory Service at <mailto:HRServicesSchools@centralbedfordshire.gov.uk> and the Schools Improvement Adviser.

8. Upon receipt of the completed shortlisted candidates form the Council may then make written representations to the selection panel, where it believes an applicant selected for interview is unsuitable for the post of headteacher. If the written representations are received by the governing body, within seven days of the Council receiving the notification of the shortlisted candidates, the selection panel must:

- consider the representations; and
- where it decides to recommend an applicant about whom representations have been received, notify the Council, in writing, of its reasons in accordance with *Regulation 15(4) and 27(4)*.

On the basis of the above the governing body must leave seven days between shortlisting and interview.

The Schools' Improvement Adviser will also attend the headteacher short listing and interviews, if deemed appropriate. Whilst the Council can make written representation the final decision on whether to appoint a headteacher or not rests with the governing body.

9. The National Governance Association (NGA) has produced 'A guide to recruiting a new headteacher' which can be found via the following link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/668949/Recruiting-a-headteacher-v2.pdf
This provides advice on the main steps of recruiting a headteacher which governors may find useful. Please note that this document does not explain the detail above regarding making written representation and it also states that references for the successful candidate should be requested prior to appointment.
10. The practice of requesting references after interview is in conflict with the Safeguarding Children and Safer Recruitment in Education guidance which came into force on 1 January 2007 which states in section 4.31. References *should be sought on all short-listed candidates, including internal ones, and should be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview*. The Council supports the Safer Recruitment guidance and strongly recommends references being sought before interview.
11. The Department for Education has published a guide and a toolkit for headteacher recruitment which governors may find useful, this can be found via the following link: <https://www.gov.uk/government/publications/recruiting-a-headteacher>
12. Before embarking on headteacher recruitment it is advised that the governing body contact their HR Provider, the Council's School Improvement Adviser, and engage their School Improvement Professional to support them with this process.