



The Governing Body of

Herons Dale Primary School

have adopted the following policy:

Recruitment and Selection of Headteachers and Deputy
Headteachers

The governing body has adopted the WSCC model policy.

Reviewed by:	Jenny Birch
Date:	March 2021
Ratified by Governing Body:	March 2021
Review Date:	March 2022

1. Aim

The aim of this document is to set out the best practice approach to the recruitment and selection of Head Teachers and Deputy Head Teachers, in line with The School Staffing (England) Regulations 2009. All school recruitment processes will be completed in accordance with the Safer Recruitment Policy adopted by the school.

2. Background

The School Staffing (England) Regulations 2009 describe the responsibilities that Governing Bodies have for the appointment, performance management and dismissal of all staff. The regulations specify that in Community, Voluntary Controlled, Community Special and Maintained Nursery schools, the Director of Operations Learning or his/her representative has a right to be present at selection panel meetings and interviews to offer advice.

The regulations provide governing bodies with specific parameters and certain discretions as to how they fill vacancies for Head Teachers and Deputy Head Teachers. This includes enabling the governing body, where it has a good reason, not to advertise and conduct a selection process for Head Teacher or Deputy Head Teacher. The local authority must appoint this person as outlined in the following regulations, SI 2009 no 2680, 'Education, England The School Staffing (England) Regulations 2009'.

This discretionary element needs to be managed within the context of general equalities legislation and safer recruitment practices.

3. Policy Statement

The governing body should only consider in very exceptional circumstances exercising their discretion not to advertise a vacancy and undergo a selection process for these two positions.

Exceptional circumstances will include:

- Where succession planning has identified an appropriate successor who was competitively appointed for this purpose.
- Where schools are amalgamating.
- Where both the Head Teacher and Deputy Head Teacher roles are vacant and a suitable candidate for the vacant Deputy Head Teacher role is identified as a result of completing the interviewing process for the Head Teacher role.

Prior to exercising this discretion, the governing body will take advice from the local authority officer assigned to the appointment to ensure that this decision is the right approach for the school and that it will not leave them open to challenge.

Where the Director's representative disagrees with the decision of the governing body this should be recorded in writing and made known to the full governing body. Similarly, during the appointment process any decision made that these representatives or officers consider places the school at risk of challenge should be made known to the full governing body before the decision is ratified.

All decisions and advice received will be fully documented, as the governing body will need to demonstrate that it has acted reasonably should it be challenged.