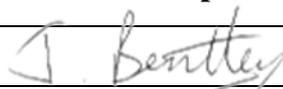


Northfield School

Appointment of Staff Policy

Date adopted	April 16
Signed by chair of Staffing committee	
Member of staff responsible for monitoring	Headteacher
Review frequency	Biennial

Date	Changes made	Agreed by	Authorised for use by	Date of review

NORTHFIELD SCHOOL

APPOINTMENT OF STAFF POLICY

The relevant law

This is to be found in the Governance Handbook November 2015, Chapter 9, and in accordance with 'The School Staffing (England) Regulations 2009' and 'Guidance on managing staff employment in schools 2009'.

The full Governing Body may, if it thinks fit, delegate any of the functions conferred on them to any committee established by them or to any member of the governing body or the Headteacher.

The Governing Body can thus delegate responsibility for most appointments to one or more Governors, to the Headteacher or to certain Governors and the Headteacher together. Thus, an appointment panel can be all the members of the Governing Body or some of them or it can be an ad hoc committee set up for that particular purpose. For appointing a deputy Headteacher a selection panel must be set up. A selection panel is also required for appointing a Headteacher, except where the Governing Body decides on selection procedures involving the whole Governing Body.

If the Appointment Panel is part of the Governing Body, then no person who is employed at the school can chair the meeting. Only Governors with voting rights are entitled to vote during the appointment process. Any Panel can co-opt suitable advisors and all members should normally be present throughout the appointment process.

The stages leading to appointment

- a) The Governing Body decides whether to fill a teaching post when it becomes available, and what salary will be offered.
- b) A specification for the vacant post must be drawn up and a copy sent to the LA. The LA or a representative will only have a right to attend selection meetings to offer advice if it has been agreed by the Governing Body, usually in the case of a Headteacher post.
- c) Advertisement in the local and national media, as appropriate.
- d) Receipt of applications by specified date.
- e) Decision made as to which, if any, of the applicants should be short listed for interview.
- f) Taking up references.
- g) The interview process, which may include observation of candidates at the school as well as interviews.
- h) Appointment.

- i) A check that the appointee meets staff qualification requirements. The Governing Body must be satisfied in addition that the candidate has the necessary health and physical and mental capacity for the post and must be satisfied that the candidate has appropriate teaching qualifications, and no restrictions on working with children. See the Governance Handbook, Chapter 9.
- j) Feed back to unsuccessful candidates.

Policy

1. Members of the Appointment Panel will be drawn from the Governing Body with the emphasis on relevant experience and representing a balance of interest. For the appointment of a Headteacher the panel will consist of 5 Governors, and carry out the process in accordance with LA procedures. For a SLT post the panel will consist of 3 Governors, including the Headteacher. For a teaching post the panel will consist of the Headteacher and one other Governor. For a non-teaching post, the panel will consist of the Headteacher and one other Governor. Where the post is advertised internally only, or there are internal candidates applying for the post, the panel will consist of the Headteacher and one other Governor. All panels may include another appropriate member of staff, who does not have voting rights. The Headteacher cannot take the chair.
2. For all other appointments the panel will be determined by the Headteacher and Chair of Governors, and may be delegated solely to the Headteacher.
3. References will be taken up prior to interview, for review in conjunction with the interviews.
4. Short listing of candidates will be done by the interviewing panel. In ideal circumstances there will be a short listing meeting before the interviews but it is recognised that this is not always possible because of time constraints. In the event that the interviewing panels cannot all be part of the short listing process, then the Headteacher will keep a file available for members of the Appointment Panel to look at and a minimum of two members of the Appointment Panel will look at the applications.
- 5.. If the Appointment Panel decides, in a particular case, that observation should form part of the appointment process then this will be done by the Headteacher or an advisor from outside the school specifically co-opted on to the Panel for that purpose. Candidates may be invited to share a successful teaching experience and to bring documentary evidence. If appropriate the Headteacher will visit the current setting of the candidate to observe teaching.
6. The PA to the Headteacher should normally be the convenor of the Appointment Panel. Neither the Headteacher nor a member of teaching staff should be the convenor.
7. For data protection purposes and for the purposes of providing feedback to candidates after the appointment process, the Appointment Panel will retain in a secure

location all relevant documents for at least 6 months. All other paperwork will be shredded.

8. No-one who is not a member of the Governing Body shall be entitled to vote, but the expertise of staff members of the Appointment Panel may inform the decision.

9. All Governing Body members involved in the interviewing process should be encouraged to attend governor training in interviewing, selection and appointment procedures to make sure that the procedures are fair, including Safer Recruitment training. All appointment panels must have at least one Governor who has completed Safer Recruitment Training.

10. The Appointment Panel will agree a list of questions to be put to all prospective candidates. The questions must relate to the job description and person specification. However, relevant supplementary questions mayo

12.The appointment of a Headteacher is subject to the additional guidelines provided by the national Governors Association in conjunction with the DfE.

Appendix 1

Checklist for Chairs of Appointment panels

1. Appointment panels should be drawn from the whole GB as necessary, in accordance with the 'Appointment of Staff' document.
2. The Appointment Panel should consist of the appropriate number of Governors, in accordance with the 'Appointment of Staff' document.
3. At the Shortlisting meeting the Chair should ask if any panel members have any interests to declare in the applicants. If any are declared, the nature of the interest should be disclosed and discussed. If it is deemed inappropriate for that Governor to remain on the Appointment Panel they should be asked to withdraw from the process. If possible they should be replaced for the interviews by another Governor.
4. Where there is an internal applicant, who is known to at least some of the panel, the Chair should remind the panel of the need to view their application objectively and the process will be conducted with equal opportunity for all candidates. Personal knowledge and opinions should not form a part of the process as far as possible.
5. Where necessary the Headteacher may contact relevant professionals for clarification of references, etc. Other panel members should not seek information about candidates outwith the process. Only professionals within the education system should be consulted.
6. At the beginning of the interviews the Chair should remind the panel of the above, as appropriate.
7. Should the deliberation process not be resolved on the day of the interviews, the Chair should remind the panel that they are not permitted to discuss the matter with anyone, including other panel members, until the panel is reconvened.
8. Following a decision for appointment the Chair should remind panel members that they should not discuss the process with anyone outside the panel.
9. The Headteacher will inform all candidates of the outcome and offer feedback on the process (except in the appointment of a Headteacher where this is done by the Chair of Governors or Chair of the Appointment Panel).
10. The Chair should remind the panel that all feedback will be given only by the Headteacher, and that any candidate seeking feedback from them should be directed to the Headteacher.
11. Following an interview process, whether an appointment has been made or not, ALL paperwork relating to the process must be returned to the Headteacher, including notes taken by panel members and applications from candidates not interviewed. These must be kept on file by the school for 6 months in accordance with the Data Protection Act. Applicants can request access to any paperwork relating to the interviews during that time.

