**Essential Information for Recruitment Services for Headteacher/Deputy Headteacher Appointments**

Please complete all sections.

**School Improvement Adviser information – complete relevant sections and grey out others.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation**  | **Name of adviser**  | **Email**  | **Telephone number**  |
| Lancashire School Improvement Service (for schools that purchase SISG/SLA)  |   |   |   |
| Diocesan adviser  |  Pam Carter |  Pam.carter@blackburn.anglican.org |  07715423017 |
| External school improvement service **(for schools that purchase an SLA other than Lancashire)**  |  Alison Mitchell |  amitchell@dbeservices.co.uk |  07891307743 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Name  | School number  | Number on roll **(must be completed)**  | HT or DHT post  | Start date  |
|  Great Harwood St Bartholomews Parish CE Primary School |  11038 |  176 |  DHT post |  22.4.25 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | Initial meeting  | Advert publication  | Closing date and time  | Shortlisting: date, time, venue  | Interview: venue, date  |
| Agreed Dates  |  08.01.25 |  13.01.25 |  3.2.25 at noon |  11.2.25 – 6.30pm at the school |  27.2.25 – venue tbc |

**Individual School Range (HT)/ Individual Pay Range (DHT)**

|  |  |  |  |
| --- | --- | --- | --- |
| Agreed Pay Range  | L 4 | to L 9  | (8 points for HT) (6 points for DHT)  |
| Additional Payment value (HT only)  |   |  |  |

**Governor Decision re References – Tick to show option decided on at shortlisting meeting.** HR will send references directly to the school adviser via email and Chair of Governors (via Governor portal). Further distribution would be by adviser or Chair.

|  |  |  |
| --- | --- | --- |
| References seen prior to interview by CoG and advisers and then shared with appointing panel **for preferred candidate.**  | References seen prior to interview by CoG and advisers and shared with appointing panel on interview day prior to interviews commencing.  | References seen prior to interview by all appointing panel.  |
|   |   |   |

**Online check - who will undertake these checks ONLY on shortlisted candidates on behalf of the appointing panel**. This should be someone not on the panel; their information should then be shared with Chair of Governors and the school adviser. The Chair of Governors to ensure accurate information is conveyed about this recruitment task.

|  |  |
| --- | --- |
| **Name of person undertaking the check**  | **Job title/role in school**  |
|   |            |

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**Advert** (additional advice available from purchasingcorporate@lancashire.gov.uk or tel: 01772 536464

|  |  |  |
| --- | --- | --- |
| Governor Contact for Advert proof re | ading  | Name: Sarah Irvine |
| Email: (essential): head@st-barts.lancs.sch.uk |
| Phone 01254 884534 |
| **Publication**  |  |
| TES online  | Ye | s No x | TES paper  | Yes No x |
| Basic Subscription  |  Yes No x |   | *One off* *Advert Basic*  |  |
| Yes  |  | No  | x |  |
|  Enhanced Subscription  |  Yes No x |   | *One off* *Advert* *Online* *Attraction*  |  Yes No x |
| Premium Subscription  |   |   |   |   |
| Yes  |  | No  |  |  |
| Lancashire website  | Ye | s  |  | No  | *One fee for as many weeks as required. No additional cost for attachments*  |
|  | x |  |
| Diocesan website  | Ye | s x No (Please state website) Diocesan adviser to action this.  |
| Diocesan paper  | Ye | s No x (Please state paper) Diocesan adviser to action this.  |
| DfE "Find a Job" Service  | Ye | s x No Who **in school** will complete this? S Irvine |
| Other publication(s) or websites  |   |  |
| Which logos are to be included?  |  | School  | Yes x No  |
| LCC  | Yes No  |
| Diocese  | Yes x No  |

**Information to be sent to candidates.**

|  |  |  |
| --- | --- | --- |
| Item (list below are only suggestions)  | Person responsible for writing/producing it  | Person responsible for sending to HR Recruitment via email to schoolsrecruitment@lancashire.gov.uk  |
| Welcome Letter  |  Peter Bell |  Sarah Irvine |
| Letter from pupils  |  Sarah Haworth |  Sarah Irvine |
| School Staff Attendance Policy  |  Sarah Irvine |  Sarah Irvine |
| Person spec  |  SarahIrvine |  Sarah Irvine |
| Job description  |  Diocese |  Sarah Irvine |

|  |  |  |
| --- | --- | --- |
| Which application form is to be used?  | Lancashire  | Yes No  |
| Diocesan  | Yes x No (please state which) Blackburn |

|  |  |
| --- | --- |
| Date by which advert, all information needs to be with Recruitment **(at least 4 working days before the first advert is due to published as it takes HR 24-48 working hrs to check and upload to LCC, and TES a further 24/48 working hrs to upload to TES)**  | 09.01.25 |

x

Ha

ve Governors specified a

**page**

or

**word**

limit for

candidate's supporting statements?

**No**

**Yes**

If YES: Specify PAGE LIMIT

WORD LIMIT

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**Governor Participation**

|  |  |
| --- | --- |
| Names of **all governors involved** in the process (please indicated the Chair of Governors)  |  Peter Bell – COGSarah Irvine- HTSarah Haworth Gail RussoDebs CampbellTrevor ThompsonRoy EarlyRoss ShekletonBrenda AnthonyNed Dave |
| Names of governors **not** involved in process  |   |
| Names of governors TBC  |   |

**Applications to be issued to Governors and School Adviser:**

|  |  |
| --- | --- |
| **Preferred Method**  |  **Electronic copy via Schools Portal only (will show in 48 working hours)**  |
| **Secondary Method**  |  | x |  **Emailed to a secure school email address\*.** **\* Chair of Governors for HT appointments, HT for DHT appointments**  | **Specify address:** |  **head@st-barts.lancs.sch.uk** |
|  |  |

 **Additional adviser support**

|  |  |
| --- | --- |
| Name of additional adviser  | Contact details  |
| **NB: If additional adviser requires email copies, they must supply a secure workrelated email address**  | Email  |   |
| Phone  |   |
| **NB: If additional adviser requires email copies, they must supply a secure workrelated email address**  | Email  |   |
| Phone  |   |

Contact Details for Recruitment Service:

Email: schoolsrecruitment@lancashire.gov.uk

Telephone: 01695 587163

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