

Lynsey Evans

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**“Recruiting a new Headteacher and Senior Leaders is the single most important thing Governors will do”**

hEADTEACHER AND SENIOR LEADERSHIP RECRUITMENT

Service Contract

**Recruitment and Selection Services**

A schools/Academies Governing Body has the overall responsibility for their staffing structure. Insight HR can offer their support to the Governing Body in the effective and safer recruitment of Headteachers and other Senior Leadership posts.

Senior Leaders of a School/Academy can be the critical ingredient in ensuring the quality of leadership that will provide effectiveness and school improvement.

Insight HR will assist you with your recruitment needs to ensure it is a professional process including:

* Initial meeting with the Governing body to advise on timescales, salaries, content of the advert and application pack in order to source the biggest and best application field.
* Advising on being legally compliant with all recruitment and equalities legislation.
* Ensure the Governing body follow best practice in the recruitment procedure.
* Assisting to design shortlisting criteria and interview questions specific to your type of School/Academy.
* Attendance at the shortlisting meeting.
* Assisting with the design of the interview process including optional assessment excercises.
* Providing the relevent paperwork such as letters to applicants and reference requests.
* Attendance at Interviews.
* If necessary advising on the next steps if a successful applicant is not appointed.

**Consideration Points:**

The recruitment process should not be rushed but should aim to keep to tight timescales. This will assist you in the unfortunate circumstances of not being able to appoint in the first recruitment process which will enable you to readvertise if necessary. Timescales for the recruitment process are as follows:

|  |  |  |
| --- | --- | --- |
| **STAGE** | **ACTIVITY** | **WEEK** |
| 1 | Consider resignation dates (refer to tables below) and ensure that a least one Governor on the appointment panel has completed Safer Recruitment Training. Make the Local Authority aware if it is a Headteacher appointment (and if required the Diocesan Authorities). | 1 |
| 2 | Initial Meeting with Governors | 2 |
| 3 | Place Advert  | 3 |
| 4 | Closing Date for Advert | 5/6 |
| 5 | Shortlisting  | 5/6 |
| 6 | Interviews | 7 |

Headteacher Resignation and Start dates are as follows:

|  |  |
| --- | --- |
| **Resignation Date** | **Start Date** |
| 30th September | 1st January |
| 31st January | 1st May |
| 30th April | 1st September |

Deputy Headteacher and MPS Teachers resignation Dates are as follows:

|  |  |
| --- | --- |
| **Resignation Date** | **Start Date** |
| 31st October | 1st January |
| 28/29th February | 1st May |
| 31st May | 1st September |

**Administration Tasks**

For Clarification purposes please refer to the table below which illustrates the responsibilities of the administration tasks involved in the recruitment process:

|  |  |  |
| --- | --- | --- |
| **Administrative Duty** | **School/Academy** | **Insight HR** |
| Appointment Checklist for Governors |  |  |
| Appointment Guidance Document |  |  |
| Design Advert and advise on where it should be placed (including guidance on applicable Salaries) |  |  |
| Placing of advert in relevant media |  |  |
| Designing covering letter, person specification, job description, School/Academy Information Pack and shortlisting criteria |  |  |
| Collating and Sending of packs to applicants |  |  |
| Photocopy application packs for selection committee |  |  |
| Design and prepare letters for shortlisted and non-shortlisted applicants. |  |  |
| Sending letters once prepared |  |  |
| Design Programme for interview day including questions and optional assessment tasks |  |  |
| Safer recruitment checks |  |  |
| Design and prepare letters for unsuccessful candidates and the appointment letter |  |  |
| Sending letters once prepared  |  |  |

***\*Please note that the Shared Service SLA with your provider will place the advert, offer electronic recruitment systems and the processing of your appointments and DBS Processing.***

If you have any further queries in relation to this contract please do not hesitate to contact me 07977599740 or lynsey@insighthrltd.co.uk

**Headteacher and Senior Leadership Service Contract**

On behalf of the Governing body of………………………………we confirm that we wish to purchase the above Service Contract for Insight HR Ltd as outlined.

We agree to the additional charge of £1950 plus VAT. We understand that should any more days be necessary further approval will be sought.

We are aware that we will receive an invoice for the completion of this service.

Signed………………………….

Print Name …………………………

Date…………………………….

Address

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