North Ridge High Specialist Support School

Selection Process: Headteacher

**North Ridge High School is committed to an equitable and transparent selection procedure; providing equal opportunities for all applicants.**

The role of Headteacher has the following Selection Process:

1. Role advertised publicly.
2. School visits welcomed during application window.
3. Applicants apply online prior to application deadline.
4. Applications collated and reviewed by Selection Panel – Applicants will be shortlisted by way of an assessment matrix based on the Job Description and Personal Specification.
5. Shortlisted Candidates will be notified and References and Self-Disclosure forms requested - Online Searches will be undertaken as per DofE’s Keeping Children Safe in Education requirements.
6. Interviews to be undertaken with each Shortlisted Candidate – The interviews are to take place over two days; some candidates may be notified at the end of the first day that they aren’t to be carried forward to the second day. Wherever possible, objective scoring metrics will be used in the interview process.
7. The Selection Panel will review each candidates’ performance and scoring from the interview days and identify a preferred candidate who will then proposed to the Governing Board.
8. A Conditional Offer will be made to the Preferred Candidate if approved by the Governing Board – Safety Checks and References will be completed at this stage.
9. Formal appointment of the successful candidate.