

## **Headmaster Recruitment Process**

### **Governors' and Trustees' Briefing Note**

- 6<sup>th</sup> January – Head's resignation publicly communicated.
- 6<sup>th</sup> January – Key documentation shared with Governors and Trustees\*.
- 8<sup>th</sup> January – Advertisement posted on School and TES websites.
- 10<sup>th</sup> and 17<sup>th</sup> January – Advert published in Times Educational Supplement.
- 3<sup>rd</sup> February – Application period closes at 12 noon
- 5<sup>th</sup> February – Candidate shortlisting by Selection Panel.
- 12<sup>th</sup> and 13<sup>th</sup> February – Interview and selection process.
- 12<sup>th</sup> February – All governors invited to have lunch with the shortlisted candidates and to participate in their presentations, including question and answer sessions.
- 13<sup>th</sup> February – Final interviews.
- 13<sup>th</sup> February – Selection Panel identify their preferred/recommended choice.
- 13<sup>th</sup> February – Full Governing Body at 7.00 pm to receive Selection Panel's analysis of the candidates, their perceived strengths and weaknesses and the Panel's recommendation and underlying rationale for the choice.
- 13<sup>th</sup> February – Governing Body ratify appointment.
- 14<sup>th</sup> February – Offer made to Candidate by Chairman.

Selection Panel Comprised of the following:

- Steve Wisson – Chair of Governors
- John Nicholson – Vice Chairman and Chair of F&GP
- Julian Pearcey – Chair of E & P
- Clive Peckover – Chair of Trust

Aided and advised by:

- Hugh Betterton – Education Consultant (Ofsted Inspector and School Improvement Partner for secondary schools in London Borough of Sutton)
- Pauline Cox – Ex Head of Tiffin Girls School

\*including the following:

- Copy of the Advert
- Candidate Brief