

## CEFN SAESON COMPREHENSIVE SCHOOL

### SELECTION PANEL FOR HEADTEACHERS AND DEPUTY HEADTEACHERS

#### Purpose

This panel is established to select and interview candidates for position of headteacher and/or deputy headteacher.

#### Membership

For Headteacher appointments, membership will be: Five. The Panel will consist of four members of the governing body and the Director of Education (or his/her representative) who will be entitled to an equal vote.

For Deputy Headteacher appointments, membership will be the same as above, however, include the appointed Headteacher

The majority of panel members must be governors.

#### Disqualification

The Headteacher, or acting Headteacher, in Headteacher appointments.

#### Restrictions on persons taking part in proceedings

Staff and teacher governors where they have a vested interest (e.g. when internal candidates are applying etc.)

Any governor where there may be a conflict of interest i.e. may be related to a candidate or close friend etc.<sup>1</sup>

*Teacher and staff governors are required to withdraw only if internal candidates are being considered, whose appointment would clearly result in a vacancy for which they could be a candidate. Such a governor could still take part in the selection panel if he/she has formally agreed in writing not to apply for the vacancy or seek any other benefit arising from it.*

#### Election of chair

Elected by the full Governing Body as part of the annual review of sub-committees. Members of staff and registered pupils at the school cannot be a chair of a committee.

#### Clerk

The governing body should appoint a clerk to the panel – it can be the same person who clerks the governing body or it may a different person.

#### Quorum

All members of the panel should be available to attend the shortlisting meeting and the interview process.

#### Delegated Powers

All decisions made by this panel should be brought to the full governing body for ratification.

#### Meetings

The committee shall meet as required.

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to the appointment process should be carefully safeguarded and kept confidential.

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<sup>1</sup> Page 9 of Governor Guide on the Appointment of Headteachers and Deputy Headteachers

<http://www.governorswales.org.uk/publications/2008/04/03/governor-guide-appointment-headteachers/>

**Terms of Reference**

- To agree a person specification, detailed job description and an advertisement for the post (the advertisement may not be necessary if schools are closing and a new school is being created);
- To short-list suitable candidates in accordance with the person and job specification and essential criteria;
- To agree the format of the interview, tasks and questions to be used;
- To interview selected candidates;
- To seek professional advice from the Local Authority, or others, as necessary;
- To recommend to the full governing body the appointment of the preferred candidate, where considered appropriate;
- To attend relevant training as appropriate.

**Date reviewed and adopted:**           **12<sup>th</sup> September 2023**

**Date of next review:**                   **September 2024**

**Signature of chair of governors:**   .....