**Process for recruiting an interim Headteacher**

Possible school visit

Interested Headteachers express and interest

An information session is held for matches

Invitation to join the database

School details are circulated to Headteachers on the database

2-way discussion HT/governors

Successful appointment made

**Explanatory Notes**

1. All Headteachers of maintained schools are invited to join a database and submit factual information. The invitation is sent termly to keep the database updated.
2. When a school is looking for an Interim Executive Headteacher details are circulated to the Headteachers on the database. The details should include what governors are looking for. The Headteacher may also discuss this with the deputy Headteacher in the school if appropriate.
3. An information session is held through a virtual meeting for all those on the database who match the geographical area. This will include information on the leadership structure and responsibilities, clarity on the number of days needed and who in the school will step up to lead the school when the interim Executive Headteacher is not there.
4. Following the meeting, those interested complete an expression of interest form.

1. If Headteachers visit a school, a member of staff should show them round alongside the chair of governors.
2. Governors meet with the potential Interim Executive Headteachers. Emphasise this is a two-way discussion and that the Headteacher is also considering the school. Who attends this will be determined by the specific need. A Local Authority officer will support the governors of the receiving school. This discussion could be held in the school making the offer of support. It could include the new HT asking the governors to describe the strengths of the school, governors’ expectations and key school priorities.

1. A bespoke Decision Planner is co-constructed by the governing board and the incoming Headteacher.

