



DIOCESE OF
LICHFIELD

APPOINTMENT OF SCHOOL LEADERS

This guidance is bespoke to Church of England Schools in the Diocese of Lichfield and should be followed alongside the policies of the Local Authority.

*Guidance for
Governors in
Church of
England
Schools and
Academies in
the Diocese
of Lichfield*

Notification of Vacancy

As soon as the resignation is received the governing body must notify the Diocesan Board of Education. An invitation for a representative of the education team to attend the shortlisting and interviews should be expressed at this point and dates and times of these meetings communicated as soon as possible.

Voluntary Controlled Schools

Governors must comply with the policies as determined by the Local Authority. Throughout the process, governors should ensure that the school's church foundation status is taken into account. The school's links with the Church should be a factor at each stage of the process.

Voluntary Aided Schools

The governing body is the employer and as such may decide to exercise a preference in favour of candidates who can demonstrate positive commitment to the Christian faith. This is a particular right available to governors of VA schools under the requirements of the Schools Standards and Frameworks Act 1998 Sec 60. Consequently governors need to decide how to use this right. They should be agreed as to the level of commitment required of the candidate to promote the Christian foundation of the school and carry out its trust deed and mission. This view should be made clear at every stage of the process. There should however, be no compromise on quality of professional development because a Christian is being sought.

Academies

Academies convert on an 'as is' basis so if converted from a VA then the rules for VA schools apply, and if converted from a VC then those of VC schools apply.

Interview Panels

Not all governors have to be involved in the selection process, Responsibility can be delegated to a panel consisting of a least three of their members, at least one foundation governor should be included on this panel. The Local Authority and Diocesan representatives do not have voting rights and are there in an advisory capacity.

Advertising the Post

It is important that the governing body decide on the level of Christian commitment the post requires. The advert should give a clear indication of the Christian foundation of the school and the posts requirement. These should relate to the job description and person specification.

Suggested phrases:

- The Governors wish to appoint an enthusiastic, committed leader who will build upon the Christian foundation of our Church School.
- Governors wish to appoint a Headteacher who will actively support the Christian character of the school.
- Governors are looking for a person who has the vision to develop the good relationship that already exists between the school, the Church and the wider community.
- The school offers a Christian ethos and a strong pastoral tradition

Information for Applicant

It is the governors responsibility to ensure that the information sent to candidates makes clear the importance of the school's Christian foundation. The schools latest Statutory Inspection of Anglican and Methodist Schools (SIAMS) report should be included.

Job Description and Person Specification

The Job Description should include the Headteacher's strategic responsibility to preserve and develop the schools character.

The Person Specification should indicate that governors will expect to see some evidence in the applications that candidates are suitably prepared, professionally and personally, for a position on a church school. Governors should be particularly clear about the level of faith commitment required in order to have the confidence to demand the qualities necessary to promote the Christian foundation of the school.

Examples of key information to include:

Job description

- Preserve and develop the Christian character of the school
- Develop the Christian ethos of the school
- Foster and develop a caring and supportive ethos, bearing in mind the School's Christian foundation and denominational status.
- Ensuring that, in partnership with the governing body, collective worship reflects the church trust basis of the school.
- Develop and maintain effective relationships with the family of schools, the local church, the incumbent, the local community, the LA, the Diocesan Board of Education and other agencies.

Person Specification

Abilities and Skills

- To motivate and promote good relations and communicate effectively at all levels with staff, pupils, parents, governors and the local church community and to work in partnership with the local incumbent.

Personal Qualities

- A concern for the pastoral and spiritual welfare of everyone in the school.
- An ability to foster a culture of respect and openness.
- A willingness to develop the distinctive Christian character of the school and to foster strong links with the parish church.
- **Aided schools** an active church commitment to the Church of England or a church which is affiliated to the Council of Churches for Great Britain and Northern Ireland or the Evangelical Alliance, and is committed to applying their own faith practically to the Christian mission and ethos of the school.

References

In the case of VA schools, confidential references for shortlisted candidates should include a third reference from a minister of religion.

The Interview

A Candidate should be asked to demonstrate their ability and suitability to preserve and develop the religious character of the school. (School Standards and Framework Act, 1998, Sec 60 (4)). This is a specific area where the advice of the representative of the Education team will be important to the governing body. In Aided schools the desired level of faith commitment should be discussed.

The appointment

Governors are strongly advised to get the successful candidate to sign a Contract of Employment relating to Church of England Schools. These can be downloaded from the Church of England Education Office website at <https://www.churchofengland.org/more/education-and-schools/church-schools-and-academies/staff-contracts-schools-and-academies>