

3. Principles and Practice for the Appointment of Senior Leaders

These principles and practices are to inform the appointment of Senior Leaders in schools and academies, and are aligned to Diocesan Protocols on Staffing and Recruitment.

- a) The Diocese must be informed as soon as a vacancy arises so that they are fully involved in process for all reserved posts and equivalents such as Executive Headteacher / Head of school etc. This also applies to any leadership restructures that arise as outlined below.
- b) The Diocese, with school leaders, will conduct a risk assessment when Leadership vacancies arise to ensure current numbers within a school support existing structures.
- c) It is a Diocesan expectation that, wherever possible, all schools will have a substantive Headteacher position and Deputy Headteacher. Certain factors including budget pressures or recruitment difficulties may require the exploration of alternative structures, but full discussion with the Diocese is required prior to any alternative structures being formally proposed and confirmed by schools or trusts.
- d) All substantive senior leadership positions should be subject to an external competitive recruitment process, unless a formal restructure has indicated that the post would have to advertised internally.
- e) Any significant change to leadership structures should follow formal restructure process with job descriptions etc. Consideration must be given to internal applicants and current at-risk posts for possible redeployment.
- f) Faith references are required at the point of current application for all new positions. Historic references cannot be considered.
- g) Substantive Executive Headteacher models should be subject to an external competitive recruitment process unless otherwise agreed by the Diocese. Any Executive Headteacher post will be reserved for a practising Catholic and the job description must allow for them to take the strategic lead on the Catholic Life and Mission of the schools they are responsible for. The position below Executive Headteacher (normally Head of School) must also be reserved for a practising Catholic.
- h) Any position that has the title Deputy Headteacher must be reserved for a practising Catholic even if it is not one of the two most senior posts in the school.
- i) We understand that there may need to be temporary structures to allow for reflection and further review. Any temporary leadership arrangements would normally not last longer than 2 terms before an external competitive recruitment process is undertaken for a substantive post. Any structure in place for longer than 2 years as this may result in position needing to be offered on a permanent basis.

Falling pupil numbers in Primary Schools.

- j) We are undertaking a review of pupil numbers in our primary schools and some schools now have a trend of falling pupil numbers. Our aim would be, as far as it is viable (both financially and educationally), to maintain an educational provision on current sites, but the management structure may need to be reviewed. Any restructures must consider the current position in other local schools so as to ensure continuity of the local provision. The current ISR of leadership posts may need to be reviewed based on falling pupil numbers. Reorganisation may be best done prior to academy conversion so as schools not managing too much change at once.