



The HFL Leadership Recruitment Service

A guide for panel members



INTRODUCTION

Choosing a new member of your leadership team can be a daunting prospect. The decision you make will have a long-term impact on your school – potentially affecting its reputation and future performance for years to come.

Here at HFL Education, we offer a tailor-made leadership recruitment service designed to ensure a positive experience for everyone involved.

Using our expertise in the educational sector, as well as our specialist HR knowledge, we can support you through the entire process – from initial advertising through to successful appointment.

Every year, we deliver a professional and innovative leadership recruitment service across Hertfordshire and beyond, supporting on over 50 appointments annually. So, whether you require a full service from start to finish or just need some guidance and administrative support, we can customise our service to suit you.



'We valued all of it! Everything was so well organised with specific dates for completion. Any enquiries were answered instantly. Fantastic support which relieved some of the strain for me, of such a huge and important vital appointment. Thank you.'

Pam Gent, Governor – Aycliffe Drive Primary School (April 2024)



KEY DATES

When would you like your chosen candidate to take up their new leadership post? To achieve your anticipated start date, your process must be complete so that they can resign from their current post by the date specified below.



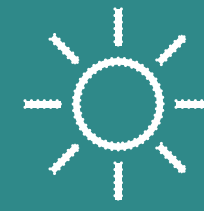
AUTUMN TERM START

Successful applicant must resign from their current post by:
Headteacher: 30th April
Deputy/Assistant/Other: 31st May



SPRING TERM START

Successful applicant must resign from their current post by:
Headteacher: 30th September
Deputy/Assistant/Other: 31st October



SUMMER TERM START

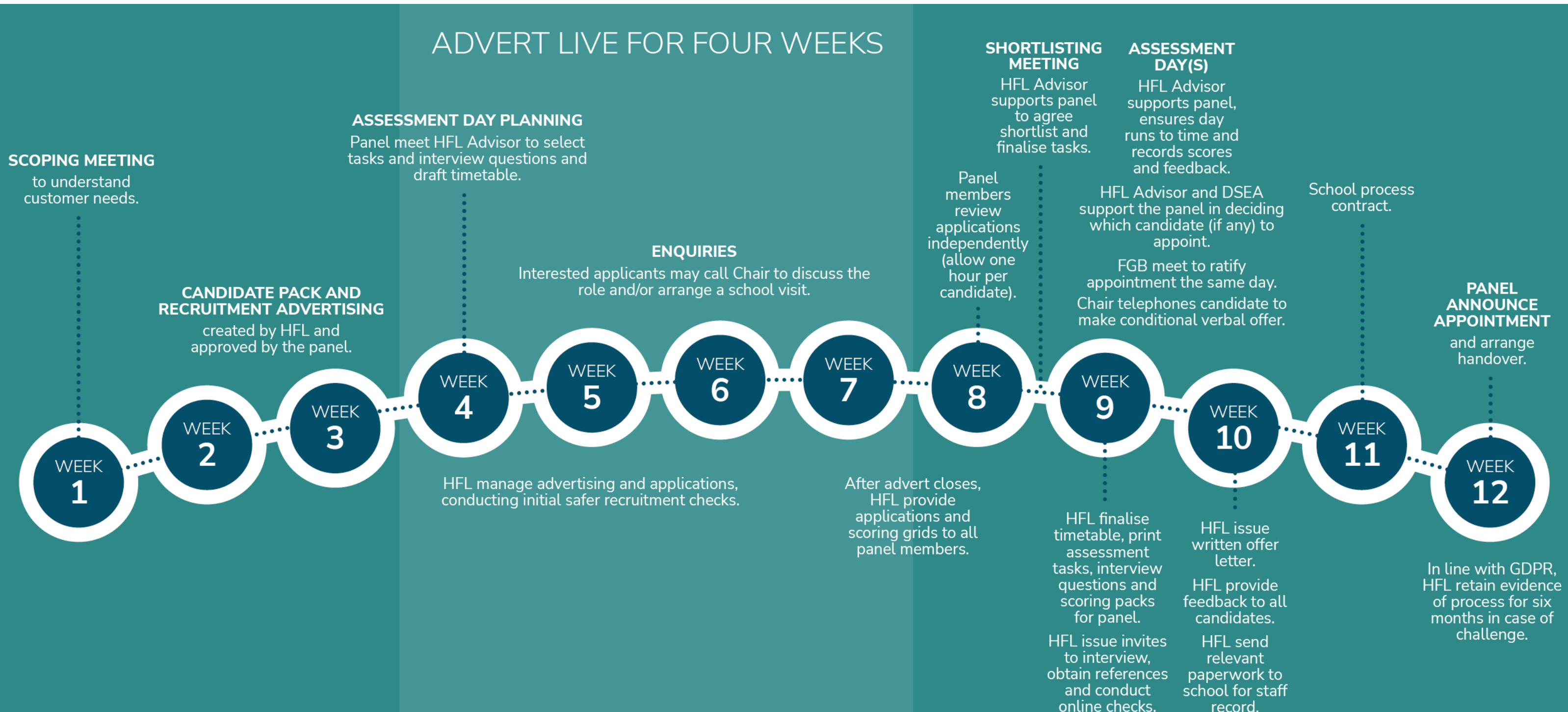
Successful applicant must resign from their current post by:
Headteacher: 31st January
Deputy/Assistant/Other: 28th/29th February

Note: These dates are standard for maintained settings, but some academy contracts may differ.

“Very clear and well-organised. Timings were sufficient, sometimes these things feel very rushed. Choosing a new Headteacher is an enormous responsibility for Governors, most of whom do not have an education background. The Leadership Recruitment team supported governors and ensured that the tasks chosen enabled the panel to consider the many skills required as a Headteacher.”
- Anon, Headteacher Candidate (March 2024)

THE JOURNEY TO SUCCESS

WHAT'S INCLUDED IN OUR SERVICE?



HFL Education (formerly Herts for Learning) is a not-for-profit organisation providing all the services, training and resources needed to deliver a great education to every child, to help them flourish and reach their full potential.

With hundreds of advisers and subject experts in-house, HFL Education is a trusted partner to education and learning professionals across the country, providing a unique and comprehensive offer to every school and setting – all in one place.

Our HR & Recruitment Services team is an experienced group of professionals, each bringing unique expertise to the table. We not only grasp the intricacies and legal requirements of recruitment, but we also have in depth experience working with schools, in collaboration with Governing Bodies, Academy Trusts, Local Authorities, School Improvement Partners, Church Dioceses and Independent School Boards. This enables us to fully understand the challenges of recruitment in the education sector and to provide the most effective support.



APPOINTING YOUR RECRUITMENT PANEL AND CHAIR



Minimum of three panel members should be appointed from your Board of Governors/ Trustees.

The panel Chair is normally the Chair of Governors/Trustees.

At least one member of the panel must be safer recruitment trained.



It is good practice for the panel to show diversity in terms of race, gender and other protected characteristics.

We recommend that the panel should not include staff governors.



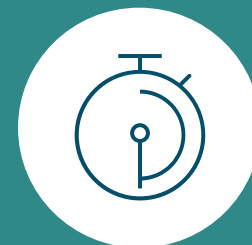
Some schools, such as faith schools, may require additional specialist panel members.



Academies are free to decide their own arrangements, subject to any requirements set out in their Articles of Association.



All panel members must be available for the agreed shortlisting meeting and assessment day(s).



Each member must also allow sufficient time to individually review and score applications prior to the shortlisting meeting. We recommend one hour per applicant.



The Chair must schedule a meeting of the Full Board of Governors/Trustees (except staff governors) to ratify the appointment at the end of the assessment day(s).

RECRUITMENT MARKETING

Using information gleaned at the scoping meeting, we craft an advert and candidate pack to project a compelling school overview and a profile of the ideal candidate.

Contains detailed Job Description and Person Specification

Bespoke Candidate Pack designed to reflect your school's colours and branding



Includes full details about the Application Process, pay range and key dates

Approved school photographs included

Key data for your school included

“The day was very supportive and a pleasant experience. It was very well organised. The process from start to finish was incredibly positive and it has encouraged me to look for further appointments within the local authority.”
Headteacher Candidate (April 2024)

SOCIAL MEDIA



Service includes a social media campaign to our existing followers as well as targeted paid advertising.



Comprises a short, animated reel bespoke to your school.



Contains a unique link to your vacancy advertisement on Teach in Herts.



Performance statistics monitored.



‘Very informative and helpful. We were supported throughout the procedure and Rebecca was very easy to work with.’ Kayleigh Fitzgerald, Governor – The Chater Junior School (September 2023)



ADDITIONAL ADVERTISING OPTIONS

Most often the combination of a Teach in Herts advert and social media targeting is sufficient to attract a good selection of candidates. However, should you wish to use them, we also have advertising partnerships with a range of national recruitment platforms, many available through HFL at favourable rates:



In addition, for particularly hard to fill vacancies we can offer executive search options. Please talk to an advisor for more information about this.

GET IN TOUCH

For further information and pricing please contact the
Leadership Recruitment Team on:



01438 544 476



leadership.recruitment@hfleducation.org