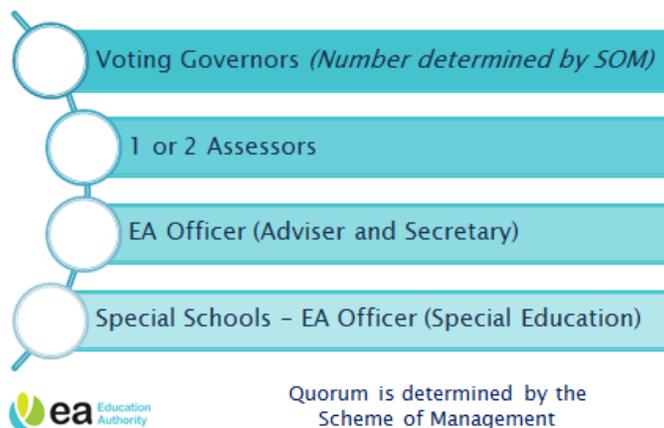


Selection Panel Composition

The panel composition is different depending on whether the vacancy advertised is for the post of principal, vice-principal, or teacher. The procedure includes a table showing details of panel membership for each post.

Panel Composition – Principal



The selection panel for appointing a principal includes; a number of voting governors in line with the scheme of management, either 1 or 2 Assessors, and an officer who will act as Adviser and panel secretary. In the case of a special school, an officer with responsibility for special education will also attend.

The selection panel can include as many voting members of the Board of Governors, as the governors feel is appropriate; though it is important to check with the Scheme for the Management of Controlled Schools for circumstances when the teacher governors needs to withdraw. It is also important to check any other stipulations in the scheme of management that relate specifically to your type of school.

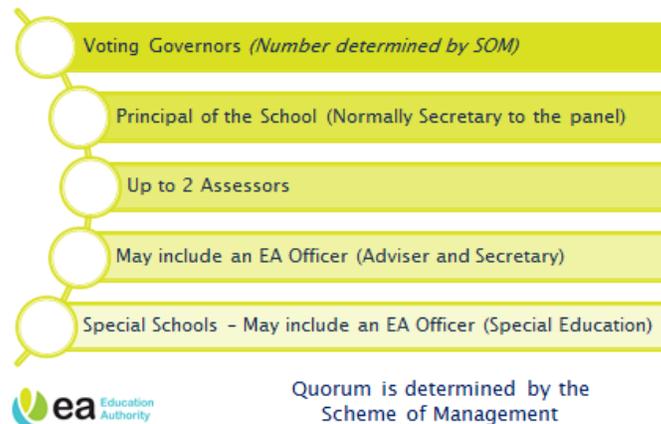
In the case of a principal appointment, neither the principal of the school, nor any of the teacher governors will be members of the selection panel. The principal is a non-voting member of the Board of Governors, and must withdraw from any discussions relating to the appointment of his or her replacement.

A principal selection panel will always include at least one Assessor. An Assessor is normally a serving principal of another controlled school of the same type, or another suitably qualified and experienced person. The Authority maintains a Regional list of Assessors, and to be included in the list, all Assessors must demonstrate that they meet the essential criteria for the role and must attend the relevant training before they can be appointed to support a panel.

Where the Authority agrees that it is appropriate to do so, they may assign an officer of the School Development Service to act as an Assessor, and this may be as well as or instead of an Assessor from the Regional list.

Every selection panel appointing a principal will be supported by an Adviser. The Adviser will be an Officer with detailed knowledge and experience of the scheme, and they will also have a good working knowledge of the body of employment law that underpins every recruitment process.

Panel Composition – Vice Principal



The selection panel for appointing vice principals includes; a number of voting governors in line with the scheme of management, the principal of the school who will normally serve as secretary to the panel, up to 2 Assessors and, where appropriate, an officer in the role of Adviser. In the case of a special school an officer with responsibility for special education may also attend where the Authority feels this would be helpful.

As with a principal appointment, the selection panel appointing a vice principal will include as many voting members of the Board of Governors as governors feel is appropriate; though it is important to check the detail of the Scheme for the Management of Controlled Schools in relation to the inclusion of teacher governors in particular.

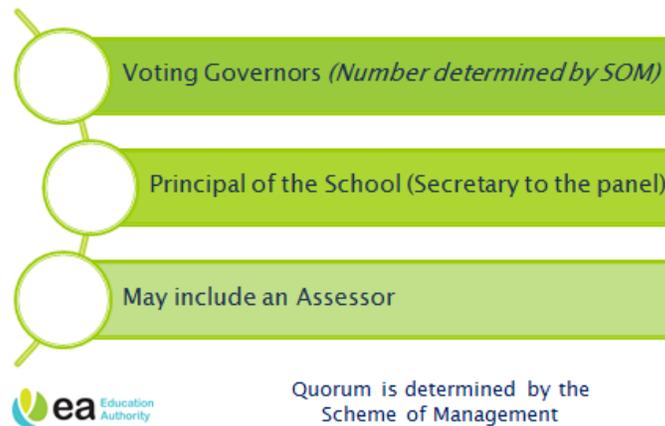
The principal of the school, as a non-voting member of the Board of Governors, is normally secretary to the vice principal selection panel. The exception to this may be where the principal has only recently been appointed, and may have little experience of leadership appointments.

The Authority may appoint up to 2 Assessors to support the selection panel, and these may be Assessors from the Regional list or officers of the School Development Service. From the outset the Authority will decide whether or not an Assessor is required for each vice principal appointment and, on occasions, they may determine not to appoint any Assessors.

In considering the overall support that the Board of Governors may require to effectively conduct the selection process, the Authority will also decide whether it will be necessary to deploy an Adviser to provide procedural advice and to act as secretary.

Where an Adviser is not deployed, the Board of Governors may specifically ask the Authority to provide assistance, in which case the Authority will give consideration to this request, taking account of the finite resources available.

Panel Composition – Teacher



The selection panel for appointing a teacher includes a number of voting governors in line with the scheme of management, and the principal of the school who will serve as secretary to the panel. The governors may also decide to appoint an Assessor to the panel, though this Assessor would not be appointed from the Authority's Regional list.

The selection panel can include as many voting members of the Board of Governors as the governors feel is appropriate; though it is especially important to check with the Scheme for the Management of Controlled Schools for circumstances when the teacher governors need to withdraw. It is also important to check any other stipulations in the scheme of management that relate specifically to your type of school.

The governors may wish to appoint an Assessor to the panel. For example, they may wish to invite the relevant Head of Department or Head of Key-Stage to provide guidance in relation to the professional and technical ability of candidates in terms of the criteria for the advertised role. Where the governors agree to appoint an Assessor, it is important to check with the Scheme for the Management of Controlled Schools in relation to any potential conflicts of interest. Any Assessor appointed to a selection panel will be a non-voting panel member.