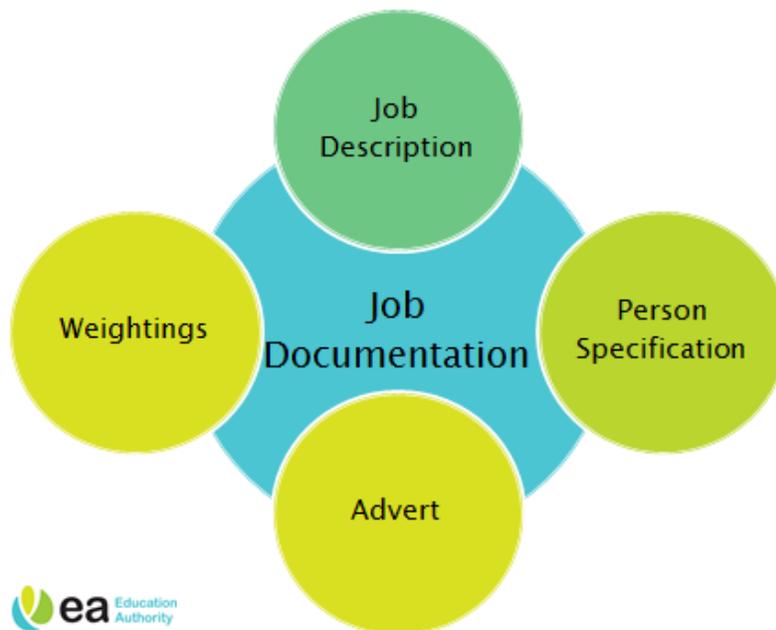


## The Preliminary Meeting

The selection process will be conducted by the Board of Governors of the school, though the Board may agree to delegate this role to a Committee. The Board of Governors, or a Committee as the case may be, will fulfil the role of selection panel and they are referred to as a selection panel throughout the Teaching Appointments Scheme. All meetings of the selection panel must be conducted in accordance with the Scheme for the Management of Controlled Schools.



The selection process begins with a Preliminary meeting, the aim of which is to identify the specific requirements of the post, and develop the job documentation pack accordingly. At this meeting the governors will seek to agree the job description, the person specification, and the content of the job advertisement. The person specification will detail the essential criteria for the post, the shortlisting criteria that can reasonably be assessed at the shortlisting stage, and any desirable criteria that are to be included.

The governors will also agree the relative weightings to be allocated to the criteria in accordance with the agreed marking scheme. The Authority's standard person specifications provide a useful starting point for determining these weightings.

In developing the person specification, which will outline in detail the requirements of the post, governors should use the relevant standard person specifications developed by the Authority as their starting point and should amend the specification to reflect the specific needs of the school.

The governors will also give consideration to how the assessment process will be designed to ensure that the process identifies the most suitable person for the post. Where the governors agree that the process should involve a number of assessment stages to ensure that candidates are fully tested by means of a robust process, they will need to carefully plan a timetable of activities.

Every member of the selection panel must commit to attending every meeting of the panel, and there should only be substitutions in very exceptional circumstances. Governors and designated officers are juggling many other commitments and it is good practice to plan all dates at the beginning of the process to ensure that all panel members can attend.

Where governors anticipate that a particular post may attract a lot of interest, they may wish to agree a manageable number of candidates that can be progressed beyond the shortlisting stage. This will be especially important to consider if the governors agree to use assessment methods that are very time or resource intensive. Where the governors believe that it might be necessary to enhance criteria at shortlisting to reduce the number of applicants to a manageable number, they must include a statement in the advertisement so that applicants are clear about the process from the outset.

Holding a preliminary meeting is an extremely important step in the process, as governors will make many of the key decisions at this meeting, and failing to invest enough time at this early stage could lead to significant problems later in the process.