## Appendix 1 Flowchart for Recruiting and Appointing an Acting Headteacher DES / LA maintain a list drawing on local knowledge of Identify need for an acting headteacher - information shared between potential candidates for acting chair of governors / DES / LA headships based on criteria DES / LA discuss the context and specific needs and characteristics of the school Draw up shortlist of potential acting heads and agree order of priority DES and / or LA approach identified potential acting head - if a deputy, need to contact head first Potential acting head consults in strict confidence (as appropriate) with family members and deputy headteacher (if a serving head) Yes No Yes He / she is No No Are there more Potential acting a serving headteacher? candidates on the list? head agrees in principle? Yes Serving head requests release for secondment or approval for executive headship from chair of governors, supported by informed discussion with DES and / or LA 10 Chair ensures the impact on the providing school is No Chair agrees in minimal and acceptable . and the LA is supportive principle? of the decision Yes No 12 Chair of receiving school is offered potential acting headteacher 14 Yes All parties agree? (Governing body(s) ratify) Chair of governors of the receiving school negotiates with potential acting headteacher . salary / period of service / availability / accommodation and / or travel expenses in exceptional circumstances Note: A serving headteacher would remain on the payroll in his / her substantive post . the receiving school would make payment directly to other schools budget Yes Supported by informed discussion with DES and / or LA Actions when a serving headteacher is being seconded Actions for receiving school 18 Actions for providing school Inform parish priest and agree Chair of governors statement and date for publication in to ensure all parish newsletter paperwork re: arrangement / Supported by DES and / or LA, Supported by DES and / or LA, chair payment is chair of governors and recruited completed and of governors and headteacher 20 acting headteacher agree: copied to necessary agree: a) statement for staff and pupils Chair of governors to ensure all a) statements for staff and pupils paperwork re: arrangement / b) letter for parents b) letter for parents payment is completed and copied to Note: timing should be same if a Note: timing should be same as the recruited acting headteacher providing school is involved receiving school 23 If other staff are promoted temporarily, chair of 22 17 19 governors informs LA ensures relevant department Where appropriate, inform Inform parish priest and agree relevant LA administers payroll or fee transfer to outgoing headteacher of statement and date for publication in department of arrangements before any wider the other school, on behalf of the parish newsletter payroll impact publication governors (LA does not contract)