

Interim Guidance to Directors, Governors and Head Teachers on managing the recruitment and appointment process for protected posts in all schools and academies in our Archdiocese.

[Protected posts are those posts where a practising Catholic must be appointed and where the DES have advisory rights in that appointment. These rights are given to the DES by the Archbishop.]

The DES strongly advises Directors, Governors, CSELs and Head Teachers to **delay** the appointment process for protected posts and to seek where possible short term and interim internal solutions. This is because

-it will not always be possible to follow due process and procedure. Potential candidates and panel members may be ill or in lock down. School visits are not advisable and the majority of staff members and pupils will not be in school

-DES staff are adhering fully to government guidelines re: social distancing, self-isolation and lock down and will not be attending meetings or face to face interviews

In the event that an appointment process is near completion, contact the DES officer you were already working with who will advise you on how to proceed.

In the event that you have not yet started the appointment process ask the current postholder if they will remain in post for the autumn term with the expectation that the recruitment and appointment process will begin later this summer term or early in the autumn term.

In the event that the current postholder is not able to stay with you, seek an internal interim solution wherever possible, ensuring at all times the right contractual arrangements are in place.

In the event that an internal interim solution is not possible contact Yvonne Brennan at the DES. Yvonne will work with colleagues at the DES to see what support can be offered to you

In the event that you want potential candidates to know there will be a key vacancy in your school in the near future please contact Yvonne Brennan or Angela Whelan who will support you with preparing your advert and application pack. Your advert can still be published on the DES website with a comment stating that school visits, shortlisting and interview dates will be arranged as soon as possible.

Further Advice

Please note that even in the current circumstances and with that real sense of urgency you will feel to secure leadership and staffing for your school, it is absolutely essential that due process is followed for all appointments, protected and otherwise, permanent and interim and that the right safeguarding and contractual arrangements are adhered to.

Please be advised that identification checks must be carried out and references sought prior to interview to comply with safer recruitment regulations. Please also note that the CES has updated the contracts we use with effect from the 6th April.

DES colleagues promise you their prayers and send you their heartfelt thanks in these difficult times.