

SECTION 1

INTRODUCTION

This guide is intended to provide advice and guidance to school Governors on the various processes involved during the appointment of a Head Teacher or Deputy Head Teacher. Governors are strongly urged to follow the advice and guidance provided to help safeguard them against the possibility of legal action and to ensure that good recruitment and selection practices are followed.

Schools Plus will be available to provide further advice and full administrative support to Governors throughout the selection process. The contact address, telephone number and fax number are as follows:

Schools Plus
Learning and Culture
6th Floor
38-50 Orphanage Road
Erdington
Birmingham
B24 9HW

Tel: 0121 303 2253
Fax: 0121 303 5225
Email: schoolsrecruitment@birmingham.gov.uk

Your School Adviser will also be able to provide you with additional support.

OUTLINE OF PROCEDURE FOR APPOINTING A HEAD TEACHER OR DEPUTY HEAD TEACHER



