

# BPSI COLLECTIONS

## BPSI Headteacher Recruitment Support Package

**Recruiting a new Headteacher is the most important job that a Governing Body will undertake and some GBs understandably feel daunted by the challenge! The GB has overall responsibility for agreeing the pay scale; designing the advert; job description; person specification; interview tasks and interview questions.**

### Support provided by the LA:

As part of the integral support provided by the School Improvement Team your LNI will provide all maintained schools and academies with the following core services to support your Headteacher recruitment:

Recruiting a Headteacher toolkit;

- Phone advice;
- Advice on handling internal applicants (where applicable)
- Advice on setting appropriate tasks for the interview day based on candidates' skills and experience and the LNIs significant experience of teaching & learning (including providing anonymised data/financial information where necessary)
- Attending for shortlisting; and
- Attendance on the interview day as part of the selection panel (NB: In maintained schools the LA has a responsibility to agree whether the successful candidate is appointable).
- New Headteacher Transition Toolkit

### Additional Support:

Some Governing Bodies, however, will require additional support over and above that which can be offered by the LA. In these situations, the Governing Body can commission a support package through BPSI. Any consultant commissioned through BPSI will work closely with the LNI and the package will include an element of liaison to ensure that the support is coordinated and effective.

All packages purchased will be tailored to the individual needs of the school and cost will depend on the level of support required.

### Arranging a BPSI Headteacher Recruitment Package

There are two routes for commissioning this collection:

Your LNI may refer you to this collection and advise that you need to commission support for your recruitment process due to the level of support that you need.

If you are independently interested in purchasing this collection then you should contact the BPSI Team ([Bels.training@barnet.gov.uk](mailto:Bels.training@barnet.gov.uk)) in the first instance.

### CO-ORDINATING CONSULTANT:

Bronwen Tumani

### PRICES

#### BPSI Schools

- Please see below

#### Non BPSI Schools

- Contact BPSI Team

### CONTACT

For further information, please contact the BPSI Team on 020 8359 6325

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## BPSI Headteacher Recruitment Support Package

Bronwen Tumani, the Co-ordinating Consultant, will facilitate the provision of services as part of this collection. Bronwen will lead on the design of the collection for your school and will work in close collaboration with the LNI and the Governing Body to understand specific requirements. Bronwen may recommend another BPSI consultant to provide these services based on individual needs.

### Indicative Packages and Costs:

All packages purchased are individually tailored to meet the needs of the Governing Body and the school. However, for the purposes of illustration example indicative packages are provided below:

HT Recruitment Light Support Package	Indicative time commitment (subject to individual agreement with the school)
Attendance at initial panel meeting to support development of: <ul style="list-style-type: none"><li>• Advert design &amp; content</li><li>• Job description &amp; person specification</li></ul>	2 hours
Attendance at panel meeting to support design of the interview day (in close collaboration with the LNI)	2 hours
	Indicative total BPSI cost approx. 4 hours

*NB: Indicative costs will need to be flexible as these could increase depending on specific requirements as the process progresses. Any changes to the initially agreed package will be agreed in advance with the Governing Body and an amended BPSI agreement form will be completed.*

### CO-ORDINATING CONSULTANT:

Bronwen Tumani

### PRICES

#### BPSI Schools

- Please see tables

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HT Recruitment Medium Support Package	Indicative time commitment (subject to individual agreement with the school)
Attendance at initial EGB to agree HT Recruitment Panel	1-2 hours
Attendance at subsequent panel meetings to agree: <ul style="list-style-type: none"><li>• Advert design &amp; content</li><li>• Job description &amp; person specification</li><li>• Shortlisting criteria</li></ul>	Depending on the number of meetings 2-6 hours
Attendance at panel meeting to support design of the interview day in close collaboration with the LNI	2-3 hours
	Indicative total BPSI hours approx.10 hours

**CO-ORDINATING CONSULTANT:**  
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HT Recruitment Full Support Package	Indicative time commitment (subject to individual agreement with the school)
Attendance at initial EGB to agree HT Recruitment Panel	1-2 hours
Attendance at subsequent panel meetings to agree: <ul style="list-style-type: none"> <li>• Advert design &amp; content</li> <li>• Job description &amp; person specification</li> <li>• Shortlisting criteria</li> </ul>	Depending on the number of meetings 2-6 hours
Attendance at shortlisting meeting (to support the process)	2 hours
Attendance at panel meeting to support design of the interview day in close collaboration with the LNI)	2-3 hours
Attendance at interview day to support HT Recruitment Panel (for example where schools need help with timetabling and administrative functions)	1 day
	Indicative total BPSI hours cost approx. 15 hours (NB: This could increase depending on the number of candidates)

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#### Non BPSI Schools

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