



<b>Policy</b>	<b>Recruitment and Dismissal of Principals</b>
Author	Rosy Lord, Head of HR
Date of Approval	July 2016/reviewed May 2019
Approved by	Performance Management & HR Committee
Review date	July 2022

This procedural information is additional to, and complements, the information provided in the individual procedures adopted by the Eastern Multi-Academy Trust – including

- Recruitment and Selection Policy
- Pay Policy
- Performance Appraisal Policy
- Disciplinary Policy and Procedure
- Capability Policy and Procedure
- Redundancy Policy and Procedure
- Staff Dignity at Work Policy and Procedure
- Terms of Reference for Hearings and Appeals Committees – Board of Directors

#### **RECRUITMENT OF AN ACADEMY PRINCIPAL**

The Trust will comply with the principles and processes outlined in the Recruitment and Selection Policy and Procedure including Safer Recruitment.

In addition the following procedures will apply for Principal appointments. Variations could be used for other senior appointments within Academies:-

##### Relevant parties

1. All processes will be coordinated, administered and managed by the Director of HR & Estates for the Trust in conjunction with the Chief Executive, Chair and Directors of the Trust, and Trust Senior Leadership Team as appropriate.
2. To safeguard the Trust, no Director who is a Principal within the Trust will be involved in the shortlisting and decision making process to recruit Principals. Principals of other Trust Academies can be involved in the selection process at the discretion of the Chief Executive and/or Chair, but not the final decision making process.
3. Members of the central Trust team may be involved in the recruitment and selection processes for a new Principal including contributing to the decision making process.

##### Advertising

4. Posts will be advertised externally and nationally unless the Board of Directors is satisfied that there is a good reason not to do so.

5. Should a post only be advertised internally it will be open to all staff within the Trust with the relevant experience and qualifications.
6. The Board may decide to use a recruitment agency to support the search and recruitment processes.

#### Shortlisting

7. For all campaigns for appointments of Principals, the Chief Executive and a minimum of one other Director will shortlist applicants.

#### Selection processes

8. A panel of a minimum of 3 Directors including the Chief Executive and/or Chair will interview shortlisted applicants as part of the selection process.
9. Not all Directors can be involved in the selection process. This is to ensure there are sufficient Directors (excluding Principals) not involved (minimum 3) to deal with any complaints or grievances which may arise from any selection process.
10. The selection process for each post will be agreed by the Chair/Chief Executive. As a minimum it will include a tour, presentation and an interview.
11. Selection processes should involve, if possible, as a minimum the Chair of the LGB should they not already be a Director and potentially other members of the LGB.

#### Complaints/grievances

12. Should any complaints or grievances be received regarding any shortlisting or selection processes/decisions, these will be considered by a panel of 3 Directors not previously involved in the process in line with the terms of reference for the Appeals Committee.

### **PERFORMANCE MANAGEMENT/DISMISSALS**

1. Performance Appraisals will be conducted as set out in the Policy and Procedure.
2. Ongoing performance management will continue as part of normal regular or special meetings with the relevant Trust Senior Leader.
3. Should any issues arise that require referral to formal procedures then the following applies in addition to the principles outlined in the overall Trust Policies.

#### Informal processes

4. Informal performance management in cases where capability or conduct issues have arisen will be managed by the relevant Trust Senior Leader.
5. If the Trust Senior Leader cannot for any reason undertake this, an alternate member of the Trust SLT or the Chief Executive may undertake this.

#### Formal processes

6. Formal processes will either be undertaken by the relevant Trust Senior Leader in cases of capability or directed by the Chief Executive/relevant Trust Senior Leader should an investigation be required under disciplinary procedures.

#### Investigations

7. Should an investigation be required under the formal disciplinary procedures, the Trust is likely to bring in an external party to undertake an investigation, produce a report and present this to any hearing.
8. The Chief Executive will decide whether this needs to occur after consideration of the allegations in conjunction with the Director of HR & Estates.
9. The Chief Executive will determine on receipt of any reports from investigations whether this should be referred to a hearing.

#### Hearings

10. Should a hearing become necessary, this will be conducted under the Directors terms of reference for hearings.
11. Depending on the situation, the relevant Trust Senior Leader or the investigating officer will present the case. The panel of Directors will make the decision.
12. A separate panel of Directors would hear any appeals in line with the Directors Appeals Committee terms of reference.
13. No Director who has been involved in the investigation can be part of the hearing or appeal panel. No Director who has been involved in the hearing can be part of the appeal panel.
14. The Trust Director of HR & Estates will attend hearings and appeals to provide advice on procedure as appropriate.

#### Alternative exit arrangements

15. Should there be a situation where discussions occur with a Principal regarding a mutually agreed termination, these discussions will be held between the relevant Principal and the Chief Executive.
16. No agreement on a termination on this basis can be reached without the prior approval of the Chair of the Board of Directors.
17. The Trust Director of HR & Estates will be involved in this process and will produce the relevant legal documentation in conjunction with the Chief Executive.

Any changes to this process will be agreed with all relevant parties and documented appropriately.

This procedure will be reviewed every 3 years.