

APPOINTMENTS

- All appointment panels for **teaching** staff must contain at least **2 interviewers** of which **one interviewer** who has undertaken **Safer Recruitment** training. The CEO may nominate an alternative representative if they are unavailable to make up a panel. Depending on the application, these will be processed either in school or by the MAT'S central team with support from the HR provider
- **The CEO and Trust Board can (by request) delegate the lead responsibility for the appointment of school based senior roles to Governors and / or Headteacher of the school, after discussions with the CEO. In most situations, where schools are at least good, appointments organised by the home school are a sensible approach, where the business case is clear and finances are in place to support the position.**
- Governors are an integral part of an understanding the staffing required to run the school effectively. As a minimum, Governors must be informed about any planned appointment in school. **Heads must be able to demonstrate that finances are in place for any permanent appointment and that the funding for this post can be sustained in the long term.**

Headteachers with less than 3 years' experience

Heads with less than 3 years' experience are required to a higher degree of Governor involvement in appointments, in order to ensure that they are adequately supported during the formative years of their post. New Heads should talk with the CEO and agree a more supportive scheme.

The structure of the 'appointments' scheme of delegation

- Please note that the scheme represents the **minimum** requirement and schools can and regularly do invite a wider range of interviewers, particularly where senior posts are being considered.

APPOINTMENT OF....	MINIMUM REQUIREMENTS APPOINTED BY
CEO	Board of Trustees
Head Teacher	Board of Trustees, CEO, Local Governing Body x 2
CFO	CEO, Chair of Trust + Chair of Governors from home school
Director	CEO + Chair of Trust + Chair of Governors from home school
Deputy Head Teachers	Head Teacher, Local Governing Body x 2, CEO
Assistant Head Teachers	Head Teacher, Local Governing Body x 2, CEO
Heads of Department / Faculty	<p>Head Teacher with Senior Leadership Team (by request of the Head, members of the Local Governing Body)</p> <p>[Note: Governor representation is not required at this level but is recommended]</p>
TLR posts and all other Teaching posts	<p>Head Teacher, Senior Leadership Team (by request of the Head, members of the Local Governing Body)</p> <p>[Note: Governor representation is not required at this level but is recommended]</p>
All Support Staff posts (other than SLT posts)	Head Teacher and / or Senior Leadership Team

RESTRUCTURE, REDUNDANCY PROCESS, RE-GRADING, RE-DESIGNATION, COMPROMISE AGREEMENTS

- For all processes in this section, the person recommending the change is responsible for the process and must take HR advice and must follow that advice

	RECOMMENDATION	DECISION MAKER	APPEAL
Redundancy in an Academy	Governing Body	Headteacher	Panel of 3 Governing Body from home school
Redundancy in Central MAT	CEO	COG & Head of home school with 2 x governors from home school	Panel of 3 Governing Body from home school
Academy Posts above £55,000 e.g.: AHT / DHT	Headteacher	Governing Body of home school	Panel of 3 Governing Body from home school
Re-grading/re-designation Central Trust salaries above £55,000	Headteacher of home school	CEO with 2 x Governors from home school	Panel of 3 Governing Body from home school
New permanent posts Academy with salary above £55,000 e.g.: AHT / DHT	Headteacher (with CEO)	2 x Governors from home school	N/A
New permanent Academy posts with salary between £20,000 and £55,000	Business/Finance Manager	Headteacher	N/A

New permanent MAT posts with salary between £20,000 and £55,000	CFO	CEO with Headteacher from home school	N/A
New permanent Academy posts with salary below £20,000	Business/Finance Manager	Headteacher	N/A
New permanent MAT posts with salary below £20,000	CFO	CEO	
	RECOMMENDATION	DECISION MAKER	APPEAL
New temporary posts for up to one year	SLT - three or more or Governors	Headteacher (recommended that Governors are informed)	
Revisions to Pay and Conditions	CEO after discussions with Headteachers	Board of Trustees	N/A
Settlement Agreements up to and including the limit set down in the Academies Financial Handbook	Headteacher (CEO informed)	CEO and Chair of home school (Trustees informed)	N/A
Settlement Agreements in excess of £50,000 (non-contractual amount)	CEO	Trust Board including where applicable EFA and HM Treasury approval	N/A

LEVELS OF DELEGATION FOR DISCIPLINARY, GRIEVANCE, CAPABILITY, ILL HEALTH ABSENCE

- For all processes in this section, the person establishing the process **must** take HR advice and **must** follow that advice.
- The scheme below is a **guide**, but the HR advice will identify the most suitable individual to investigate and the most suitable decision makers, depending upon the context. This advice should be followed.
- HR will provide advice throughout the process from investigation to decision making

CASE AGAINST	INVESTIGATION	DECISION MAKER (MINIMUM REQUIREMENTS)	APPEAL (MINIMUM REQUIREMENTS)
CEO / Exec Head	Trustee from Home school or another Trustee or Independent provision	Chair of Trustees, Trustee from home school and 1 other Trustee	Panel of 3 or more Trustees
CFO	Trustee from Home school or another Trustee or Independent provision	Chair of Trustees, Trustee from Home school and CEO	Panel of 3 or more Trustees
Head Teacher, Head of School	Vice Chair of Governors from Home school or Trustee from home school	Chair of Governors, 1 Governor and CEO	3 from Local Governing Body
Deputy Head Teacher, Assistant Head Teacher	Head Teacher/Head of School	3 Local Governing Body	Panel of 3 Local Governing Body

Director of Learning	Deputy Headteacher	Headteacher of home school, Chair of Governors from home school and CEO	Panel of 3 or more Governors
All Teaching Staff	SLT	Headteacher	Panel of 3 Local Governing Body
All Support Staff	SLT	Headteacher	Panel of 3 Local Governing Body

DELEGATION OF PERFORMANCE RELATED PAY DECISIONS

STAFF	RECOMMENDATION	DECISION MAKER MINIMUM REQUIREMENT	APPEAL
CEO	External advisor	Chair of Trust and Trustee from Home school	Panel with the same number of Trustees as convened for the original decision
Deputy CEO	CEO	Governors of home school	Panel with the same number of Trustees as convened for the original decision
Senior Trust post e.g.: Finance, Achievement, HR	Headteacher of school (+CEO)	Governors of home school	Panel with the same number of Trustees as convened for the original decision
Head Teacher / Head of School	CEO or independent advisor	Chair of Governors and one other Governor	Panel with the same number of Trustees as convened for the original decision
Leadership Pay Scale Teachers	Head Teacher	Panel of 3 Local Governing Body	Panel of 3 Local Governing Body
Movement through Upper Pay Range	Head Teacher	Panel of 3 Local Governing Body	Panel of 3 Local Governing Body
Progression to Upper Pay Range	Head Teacher / Head of School	Panel of 3 Local Governing Body	Panel of 3 Local Governing Body

Main Pay Scale Teachers	Head Teacher / Head of School	Panel of 3 Local Governing Body	Panel of 3 Local Governing Body
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