



Diocese of Guildford

Guidance notes for staff considering interim
headteacher/deputy headteacher secondments

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Questions to ask yourself:

What is your motive in considering an interim appointment?

desire for a change

looking for a new challenge

change in age range experience

preliminary to seeking to move to a larger school

to test out whether you want to be head of your own school

What appropriate training/experience do you have?

NPQH, NCSL, coaching, mentoring

What are the 'no go' areas?

infants/juniors;11-16/11-18

'competitor' schools

personal contacts in other schools

professional commitments eg NPQH

personal commitments

travel limits

How ready are you to consider/agree to release at relatively short notice?

How willing might your Headteacher/Deputy Headteacher/governing body be, to consider/agree to your release?

How long could your school cope with your absence?

How well could your school cope with your absence?

What impact might there be on the morale of staff and parents?

Is your school approaching an important event eg Ofsted inspection, SIAS inspection, annual admissions round?

How well will you be able to 'switch off' from your old school and 'switch on' to the issues of your new school?

How well will you adapt to making new relationships with pupils, staff, parents, governors etc?

Could you cope if the school has a 'notice to improve' or is in 'special measures'; or undersubscribed and not popular with parents; or has specific issues eg low standards?

How well will you adapt to a different environment, new agenda, new priorities?

How will you adjust on return to your school which will have moved on during your absence?

Next steps

You may wish to share your interest in confidence with respected professional colleagues.

The next step is to measure yourself against the criteria below.

Criteria for a serving Headteacher to be eligible for an interim Headship in another school

You need to have been in your present post for a reasonable time

The last Ofsted inspection report should grade the school as at least 'good' overall and recognise your strong leadership and the leadership capacity of the school

The school should have a high categorisation by the LA

The school should have appropriate SMT structures to lead and manage the school in your absence

You need to be able to demonstrate commitment to personal ongoing CPD, through NPQH, LPSH, leadership programme, consultancy etc

The secondment must be supported by the chair of governors, the Diocesan Director of Education and have the support of the LA and the school's SIP

Criteria for a serving Deputy Headteacher to be eligible for an interim Headship in another school

You need to have been in your present post a reasonable time

The last Ofsted inspection report should recognise the strength of the leadership team of the school

The school should have a high categorisation by the LA

Your school should have appropriate SMT structures to manage the school in your absence

You need to be able to demonstrate commitment to personal ongoing CPD through NPQH, leadership programme etc

The secondment must be supported by your headteacher, chair of governors, the Diocesan Director of Education and have the support of the LA and the school's SIP