

APPOINTMENT OF STAFF- APPROVED and RATIFIED BY BoD: 18/09/2025

DELEGATION APPROVED BY BOARD OF DIRECTORS, ST GABRIEL THE ARCHANGEL CMAT

THIS GRID HIGHLIGHTS THE NUMBER OF DIRECTORS/GOVERNORS FOR THE APPOINTMENT OF STAFF

FOR STAFF REPRESENTATION FOR APPOINTMENT OF STAFF, PANEL TO BE DETERMINED BY CEO/CSEL/PRINCIPAL ACCORDING TO LEVEL OF POST

APPOINTMENTS COMMITTEE TO BE CONVENED PRIOR TO ADVERTISEMENT FOR ALL POSTS 1 -6

	STAFF TO BE INVITED	MINIMUM NUMBER OF DIRECTORS								
		PERMANENT POSITION			ACTING POSITION			TEMPORARY POSITION		
		Long Listing	Short Listing	Interview	Long Listing	Short Listing	Interview	Long Listing	Short Listing	Interview
1 CEO*	DIOCESE	5 Directors + Diocese	5 Directors + Diocese	5 Directors + Diocese	N/A	5 Directors + Diocese	5 Directors + Diocese	N/A	5 Directors + Diocese	5 Directors + Diocese
2 CSEL/Executive Leaders*	DIOCESE CEO	3 Directors + 2 RGG + Diocese	3 Directors + 2 RGG + Diocese	3 Directors + 2 RGG + Diocese	N/A	3 Directors + 2 RGG + Diocese	3 Directors + 2 RGG + Diocese	N/A	3 Directors + 2 RGG + Diocese	3 Directors + 2 RGG + Diocese
3 Exec Principal or Principal	DIOCESE CSEL	1 RGG + Chair of LGB + 1 other Foundation Governor + Diocese	1 RGG + Chair of LGB + 1 other Foundation Governor + Diocese	1 RGG + Chair of LGB + 1 other Foundation Governor + Diocese *	N/A	1 RGG + Chair of LGB + 1 other Foundation Governor + Diocese	1 RGG + Chair of LGB + 1 other Foundation Governor + Diocese *	N/A	1 RGG + Chair of LGB + 1 other Foundation Governor + Diocese	1 RGG + Chair of LGB + 1 other Foundation Governor + Diocese *
4 Vice Principal	DIOCESE CSEL PRINCIPAL									
5 School level protected posts (Second in charge of school, PICCLs - Person in Charge of Catholic Life, Head of RE, Lay Chaplain	DIOCESE CSEL PRINCIPAL	1 RGG + Chair of LGB + 1 other Foundation Governor + Diocese	1 RGG + Chair of LGB + 1 other Foundation Governor + Diocese + Priest	1 RGG + Chair of LGB + 1 other Foundation Governor + Diocese * + Priest	N/A	1 RGG + Chair of LGB + 1 other Foundation Governor + Diocese	1 RGG + Chair of LGB + 1 other Foundation Governor + Diocese *	N/A	1 RGG + Chair of LGB + 1 other Foundation Governor + Diocese	1 RGG + Chair of LGB + 1 other Foundation Governor + Diocese *
6 Head of School	DIOCESE CSEL PRINCIPAL									

Central Staff Senior Partner/Partner level	2 members of the Exec Team	1 Director	1 Directors	1 Directors	N/A	1 Directors	1 Directors	N/A	1 Directors	1 Directors
Central Staff Director to be notified and invited	1 members of the Exec Team	0	1 Director where appropriate	1 Director where appropriate	N/A	0	0	N/A	0	0

- **School level protected posts (Second in charge of school, PICCLs - Person in Charge of Catholic Life, Head of RE, Lay Chaplain - the Parish Priest should be invited to attend.**
- **In accordance with Protocol 3.6, Governing Boards must inform the Director of Education, at the earliest point, of any vacancies and of processes for recruitment to leadership positions, which in accordance with the Bishops' Memorandum must be filled by a Practising Catholic (this also includes any plans for any temporary appointments and secondments). For the avoidance of doubt, this Protocol applies to internal recruitment processes and scenarios where leadership positions are under review as part of any restructure.**

*** Appointments to be ratified by the full Board of Directors or RGG as appropriate (electronic communications can be used for efficiency)**

***Acting Principal:** In an emergency situation, where a Vice Principal is already in post, the Chair of RGG confirms the Acting Principal appointment of the Vice Principal at the earliest opportunity. If there are two Vice Principals then there would either have to be an interview or, more usually, the longer serving with the Trust would be considered the 'senior' and automatically appointed, if deemed appropriate.

***Acting Vice Principal and Acting Head of School:** In an emergency situation, Catholic members of the Leadership Team are invited to apply for the Acting Vice Principal or Acting Head of School post. Interviews are held and an appointment made at the earliest opportunity. Acting position appointed when unsure of the return date of the post-holder. Temporary position appointed where there is a confirmed end date.

	*MINIMUM NUMBER OF GOVERNORS								
	PERMANENT POSITION			ACTING POSITION			TEMPORARY POSITION		
	Long Listing	Short Listing	Interview	Long Listing	Short Listing	Interview	Long Listing	Short Listing	Interview
Assistant/Associate Principal (See above, not acting as second in line of responsibility to the Principal) CSEL to be notified and invited	0	2	2	0	2	2	0	2	2
Mainscale Teacher plus TLR1	0	1	1	0	1	1	0	1	1
Leading Practitioner	0	1	1	0	1	1	0	1	1
Mainscale Teacher plus TLR2	0	0	1	0	0	1	0	0	1
Mainscale Teacher/Lead Practitioner	0	0	1	0	0	1	0	0	1
Newly Qualified Teacher	0	0	1	0	0	1	0	0	1
School based Support Staff Governors to be notified and invited	0	0	1	0	0	1	0	0	1

An Academy can, if it prefers, invite additional Governors to sit on the interview panel.

AT LEAST ONE PERSON ON ANY RECRUITMENT PANEL MUST HAVE ATTENDED 'SAFER RECRUITMENT TRAINING'.

The above has been compiled using the Scheme of Delegation for St Gabriel the Archangel CMAT and to comply with 'Appointing Leaders Handbook'