

What makes us different?

Experience

Our people spend much of their time in schools helping to improve learning and teaching. Over many years this has meant we have helped to recruit and develop many school leaders.

Our team therefore, have both the **recruitment skills and current educational knowledge** to support you in the most important activity you undertake, the appointment of a new headteacher or senior member of staff.

Advice

Through a range of practical exercises and interview sessions we support the process and, importantly, your decision making. We provide advice at key moments to enable you to choose the very best candidate available.



“*Cocentra gave our recruitment process a sense of order and structure, but more importantly as they work in schools their advice was current, relevant and built confidence within the governors and senior staff*”

Chair of Governors - London Secondary, September 2010.

Related services and our team

Cocentra also provide a range of leadership support services including:

- Coaching & Mentoring
- Team Building
- Interim Management / Assignment
- Recruitment Materials
- Recruitment Training
- Performance Management
- Cultural / Change Management

Fees are kept to a minimum

Recruitment process from **£2500 + VAT**

Headteacher mentoring service from **£600 +VAT**

Microsite and advert design **£600 +VAT**

Who to contact?

For an informal discussion or more information:

Andy Best **07917 080 201**
andy.best@cocentra.com

Terry Rollings **07971080 205**
terry.rollings@cocentra.com

Throughout the process we will ensure compliance with the latest Child Protection and Equal Opportunities requirements.

cocentra★

Cocentra Limited
Business Resource Network, Whateley's Drive,
Kenilworth, Warwickshire CV8 2GY



Andrew Best



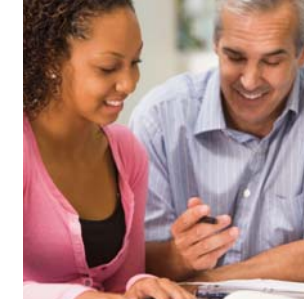
Terry Rollings



Louise Best



Steve Davies



Senior Recruitment for schools

- Value for money
- Advisers who regularly work in schools
- Comprehensive and effective process
- Child Protection & Equal Opportunities compliant

“Leadership is all about people”

Identifying your needs

Your school and your needs
PLANNING & SET-UP

Based on your:

- Vision for your school
- Staffing and team characteristics
- Requirements

We will help you to understand:

- Process and pitfalls
- Timescales and decision points
- The people and resources needed



Support throughout

Spotting the potential
SHORT LISTING

We'll lead you through:

- Matching against the Person Specification
- Analysing the supporting statement
- Additional investigation including Ofsted reports and internet searches
- Finalising a shortlist
- Issuing invitations for interview
- Reference requests
- Feedback to the unsuccessful candidates

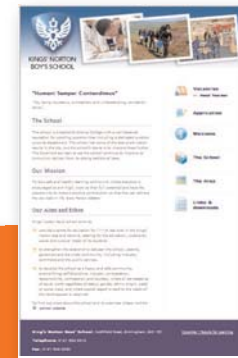
We can also provide at little additional cost, a Recruitment Microsite

- All the information applicants will need, online
- Online pack including:
 - Secure application process
 - Prospectus
 - Development Plan
 - Ofsted report
 - Other school material

The microsite can be used ongoing for other staff appointments in the future.

For example sites see: peopleforlearning.com

SCHOOL MICRO SITES



Appointment and beyond

Exciting, important and tiring!
SELECTION DAY(S)

We will:

- Verify candidates' identities
- Run a variety of interviews and exercises
- Manage and support the candidates, staff and governors
- Provide professional guidance through-out
- Give additional specialist support where necessary
- Finalise appointment, including salary terms
- Offer feedback to candidates

You will:

Spend all your energy on selecting the right candidate for your school.

The beginning of the journey (not the end)
APPOINTMENT

Your task is over, the appointee's job has just begun. You both need to consider:

- Announcing the appointment
- The impact on the staff, the students and the community
- What support will be needed
- How the new head will build relationships and a consensus

Additional support is available, such as coaching and mentoring (including an experienced headteacher) and team building - *see back page.*



We'll need to agree:

- Job Description
- Person Specification
- Timetable & process
- Selection Panel
- Responsibilities

Then:

- Prepare the application pack
- Design and place the advert
- Arrange school tours

Attracting the Best
ADVERTISING THE POST

