

**Advertisement for the appointment of Headteacher Reference Group members**

The Department for Education is looking for committed headteachers who would like to contribute to national policy through the Primary Headteacher Reference Group and the Secondary Headteacher Reference Group. These groups of primary and secondary leaders act as an advisory body for ministers and policy makers. This is an excellent opportunity for headteachers to make a lasting contribution to new and existing education policy in England.

**Criteria for applicants**

We would like to appoint headteachers from a range of state-funded primary and secondary schools in England.

Successful applicants will be expected to:

* be employed in a Headteacher role (‘Principal’; ‘Executive Headteacher’ etc.) or currently employed in a MAT executive leadership role (‘CEO’; ‘Director of Primary’ etc.) and have experience as a Headteacher within the last 5 years;
* lead a school in which[[1]](#footnote-2):
  + at least 90% of eligible Year 1 students met the required standard of phonic decoding in the Phonics Screening Check in 2017/2018 (if Primary)
  + at least 45% of pupils were entered for EBacc in 2017/18 (if Secondary)
* have a strong track record of improving pupil outcomes;
* have improved pupil outcomes beyond their own school and contributed to the wider school system;
* have implemented national policy changes and have an understanding of the challenges and opportunities policy change brings across a variety of contexts

We would particularly welcome applications from:

* candidates with experience of leading and improving schools in challenging contexts;
* candidates from LA-maintained schools; special schools; alternative provision; free schools; and faith schools
* candidates in schools who have been judged outstanding by Ofsted in the 2018-2019 academic year
* BAME candidates

We will not accept applications from candidates who already hold a DfE public appointment or serve on a current DfE advisory group or Headteacher Board.

We welcome applications from all people irrespective of their race; gender; religious belief; disability; age; sexual orientation; whether they are unmarried, married or in a civil partnership; or whether they have undergone or are undergoing or intend to undergo gender reassignment.

The applicant information pack includes full details on the requirements of the role.

**Time commitment**

The term of appointment is up to three years. Members will be expected to attend five one-day meetings spread over the year at the Department’s offices (usually held in London), for which preparation time will be required. In addition to attending meetings, members will be expected to provide high quality and relevant contributions to policy development in the Department by responding to commissions via email or participating in workshops or focus groups.

**Additional information**

This is a voluntary, unpaid post. Standard travel expenses will be reimbursed after each meeting and supply cover can be reimbursed to schools when necessary. Telephone interviews will take place in the Autumn term 2019, and members will join their first meeting in the Spring or Autumn term 2020.

**How to apply**

If you are interested please see the information pack and application form, and submit your application to [Recruitment.HTRG@education.gov.uk](mailto:Recruitment.HTRG@education.gov.uk) by 5pm on Friday 2 August 2019. Please use the following reference codes in your email subject line, depending on which group you are applying for:

Primary Headteachers Reference Group

PRIMARY-LASTNAME-FIRSTNAME

Secondary Headteachers Reference Group

SECONDARY-LASTNAME-FIRSTNAME

If you have any questions about the role or your application, please use the email address above.

Please note we will not welcome applications from recruitment agencies.

1. Schools without this performance data (such as special schools; alternative provision; middle and junior schools) are welcome to apply if they can demonstrate strong performance. For MAT CEOs, this criteria must apply to at least one school within the MAT. We will also consider applications from headteachers or CEOs who have worked in schools or trusts within the past 2 years that meet these criteria. Those wishing to apply under these circumstances will be considered on a case by case basis. [↑](#footnote-ref-2)