

## Process for Multi Academy Trust DHET Director Appointments (including new terms of office)

### Step 1:

Candidate completes a request to start the process of appointment/reappointment as an academy trust director. An academy trust contact is named with authorisation to approve the candidate's application.

### Step 2:

Following the applicant's request. Education Officers will contact the applicant to arrange an online meeting with DDE or DDDE to discuss application in detail and consider suitability.

### Step 3 (not included in the application form):

Applicant to be discussed with relevant MAT CEO by DDE or DDDE, as part of regular scheduled meeting (if possible) or through an additional meeting if necessary.

### Step 4:

The candidate receives and completes their section on the online DHET academy trust director appointment form.

### Step 5:

The academy trust's authorised contact receives the candidate's completed form and completes the academy's confirmations section. The completed form is received by the Diocesan Education Team.

### Step 6:

Application to be brought to next scheduled DHET meeting for consideration, with officer feedback provided as additional information.

### Step 7:

Education Team officer to provide written communication to applicant and MAT regarding DHET decision.