

Clackmannanshire Council Education

LNCT Agreement: Appointment Procedure for Promoted Posts Stirling and Clackmannanshire - October 2015

1. Introduction

- 1.1. The Council is committed to recruiting, employing and retaining high quality skilled staff who will provide strategic leadership and vision in our schools and ensure we meet our legal obligations.
- 1.2. Like all applicants, candidates who apply for the position of Headteacher or Depute Headteacher will be afforded equality of opportunity and will be treated no less favourably than any other person in relation to any protected characteristics in accordance with the Equality Act 2010.
- 1.3. In accordance with the Parental Involvement Act 2006, parents perform a vital role in appointment processes and must be involved in the key stages of the recruitment process for all Headteacher and Depute Headteacher posts.
- 1.4. This guidance document also takes into account the principles of the ADES Paper on the Recruitment of Headteachers in Scotland (October 2013).
- 1.5. The Council's Recruitment, Selection and Employment Policy gives corporate and generic guidance on the Council's Recruitment and Selection Procedures and should be followed.

2. Process

Headteacher and Depute Headteacher

- 2.1. When a vacancy for a Headteacher or Depute Headteacher is identified, the Head of Education/Senior Manager (for Headteacher appointments), or the Headteacher (for Depute appointments) in conjunction with HR will consider, in consultation with the Parent Council, the appropriate steps for continuing future service delivery. This may result in there being a decision to fill the vacancy through a recruitment process. The existing headteacher is guaranteed an interview.

Dual Headships

- 2.1.1. Following consultation with stakeholders, there are occasions where alternative arrangements may be put in place which may not require recruitment to a vacant position. For example, in the situation of small rural schools the consideration of Dual Headteacher or other leadership arrangements might be appropriate. Normal recruitment protocols will apply and the newly created post will be advertised

nationally. Recruitment will not be ring-fenced to existing staff (e.g. substantive Headteachers). This is to reflect the fact the post is a new one and that the Council needs to appoint the best candidate for this new post.

School Mergers

- 2.1.2. In the event that two schools are merging normal recruitment protocols will apply at 2.1.1 above.
- 2.1.3. In the event that a Headteacher/Depute is unsuccessful for a post and becomes displaced, this individual will be redeployed into a position commensurate with their grade, this being in an acting or development capacity until such time that a permanent position is confirmed.

Principal Teacher

- 2.2. For all Principal Teacher Curriculum posts, in the context of Curriculum for Excellence, normally only staff who hold a teaching qualification in at least one of the subjects to be managed by the post will be considered and be able to demonstrate excellent leadership qualities.

Acting Appointments

- 2.3. The appropriate Senior Manager (or Headteacher for Depute appointments) will consult with the Parent Council regarding any temporary acting arrangements for Headteacher/Depute posts.
- 2.4. Expressions of Interest will be sought from those eligible to apply for acting appointments within the establishment in the first instance then across the Authority and then the Shared Service.
- 2.5. Acting appointments will not be made permanent without there being a recruitment process. The usual appointment procedures will be followed for all permanent vacancies and the acting employee will be invited to apply.

Where a headteacher vacancy is expected to last for more than three months the recruitment to the acting appointment should be Authority wide.

- 2.6. Acting posts which are expected to last more than one year should be advertised across the Authority.

3. Roles and Responsibilities

3.1. When the decision is to proceed to advert a recruitment panel will be formulated, the membership being as follows:

Headteacher Appointments
Elected Member (Education Portfolio Holder/Convener or Nominee) (Chair)
Elected Member: Geographical Area (or Nominee) - optional
Parent Representatives Max of 3 (or 4 for Dual Headships)
Peer Headteacher or Education Link Officer
Senior Manager : Geographical Area (Lead Officer) and/or Head of Education
A representative from the Archdiocese (Denominational schools)

Depute Headteacher Appointments
Headteacher <i>(Chair) (Lead Officer)</i>
Parent Representatives Max 2
Peer Depute Headteacher/Headteacher
Education Link Officer/Senior Manager
A representative from the Archdiocese (Denominational schools)

Post	Panel convened by	Examples of Other Panel Members
Principal Teacher	Headteacher	Depute Headteacher(s) HT or DHT external to school, PT Peer Link Officer

- 3.2. All members of the Recruitment Panel will be involved in each stage of the process, including the long and short-letting process and attendance at the interview stage.
- 3.3. The Council's Human Resource team will provide training on Recruitment and Selection to Panel members as is necessary. It is expected, as much as possible, that Panel Members will be aware of their obligations, to ensure all applications are assessed on a consistent basis, and measured against the criteria for the post and that confidentiality is maintained throughout the process.
- 3.4. In accordance with the Parental Involvement Act, representatives from the appropriate Parent Council will be involved and consulted throughout the appointment process of Headteachers and Depute Headteachers, including the job description and person specification, long and short-letting, and interview stages. The Senior Manager (for Headteacher posts) or Headteacher (for Depute posts) will be responsible for liaising with the Chair of the Parent Council ensuring Parent Council involvement. (The Senior Manager may delegate this responsibility to the Education Link Officer). The Parent Council will be invited to nominate representatives to participate in the selection process. Consideration should be given to ensure that appointment panels have a gender balance.

- 3.5. The Elected Members on the appointment panel will be actively involved throughout the appointment process and advised by the Senior Manager who has responsibility for the particular geographical area.
- 3.6. Any designated panel member (other than from the Parent Council) should declare a potential conflict of interest in advance (i.e. their child attends the applicable school) and will not be involved in the appointment procedures.

4. Job Description and Sizing

- 4.1. Job descriptions for vacant posts will be reviewed by the Education Service representatives in consultation with the parent representatives and HR.
- 4.2. Job descriptions will be aligned to the relevant professional standards frameworks taking account of relevant corporate priorities, competency frameworks, circumstances pertaining to individual schools and objectives of the Council.
- 4.3. The job sizing process will be led by the Education Service representative in consultation with HR and Trade Union representatives utilising the Scottish Negotiating Committee for Teachers (SNCT) Job Sizing Toolkit.
- 4.4. The terms and conditions for teachers are based on national pay and conditions and job descriptions, specifications, grading and pay are determined locally but based on a set of national conditions. This approach ensures consistency of application across all Council schools in these senior appointments. Where specific job requirements are identified there will be discussion on how to include these or whether this is about developing specific questions on experience for the interview stage.
- 4.5. The Head of Education/Senior Manager will lead on these discussions for Headteacher appointments. In relation to Depute appointments, the Headteacher will lead on these discussions with the Parent Council.

5. Recruitment Advertising

- 5.1. It is recognised that advertising costs are something to be contained to protect resources for other educational priorities. However, in order to maximise the diversity and number of quality applicants, adverts will be placed on the national recruitment portal i.e. myjobscotland.gov.uk. Consideration should also be given to advertising either in national publications (e.g. TES) or on other relevant online recruitment portals, with the authorisation of the relevant Senior Manager/Headteacher.
- 5.2. Adverts are normally given a two week closing date (10 working days).

6. Leeting

- 6.1. At the closing date the applications are prepared into leeting packs for the Recruitment Panel. The pack will contain:
 - a copy of the advert
 - job description and person specification
 - a copy of each application form received
 - short-leeting pro-forma
 - guidance notes for the Chair of the panel
- 6.2. Leeting will normally take place at a meeting arranged by the Lead Officer for the Recruitment Panel. For Headteacher appointments the Lead Officer will be the Head of Education/Senior manager and for Depute Headteacher appointments the lead officer will be the Headteacher
- 6.3. Depending on the number of applications received, the Lead Officer may recommend a long leet to invite a larger number of applicants to an assessment centre/first stage interview and to then make a selection and invite the applicants that more closely meet the criteria for the post to a second interview. Otherwise a short leet will be agreed.

7. Selection

Assessment Centre

- 7.1. The interview process for Headteacher appointments will commence with an Assessment Centre being arranged for candidates to participate in exercises and assessments to enable further information to be gathered for the Recruitment Panel to consider once all candidates have undergone their interview.
- 7.2. The Assessment Centre will be developed by the Human Resources team in consultation with the Lead Officer for the Recruitment Panel. (The HR teams have trained analysts to assist with this process).
- 7.3. An Assessment Centre may compromise of a selection of the following (this is not an exhaustive list):
 - In-tray Exercise
 - Group Exercise
 - Briefing Exercise
 - Presentation
 - Psychometric Assessment
 - Pupil Council interview
 - Competency Selection Interview
- 7.4. Where an Assessment Centre is arranged there may be an informal session arranged for the applicants to which the Recruitment Panel and other Senior

Managers are invited to attend to meet the candidates. This provides the candidates with an opportunity to find out more about the School/Council in addition to the Panel being able to meet the individuals in a less formal setting.

- 7.5. An opportunity will be given to candidates to visit the school to meet with staff and pupils.

Panel Interviews

- 7.6. The Elected Member (Education Portfolio Holder/Convener or Nominee) will chair the Recruitment Panel for Headteacher appointments and Headteachers will chair the Panel for Depute Headteacher and Principal Teacher appointments.
- 7.7. Questions will be devised by the lead officer and agreed with the Recruitment Panel. The Chair of the Interview Panel will agree the format of the interview and it is expected that all Panel Members participate in the asking of the questions. The same questions must be asked to all candidates.
- 7.8. Any feedback from an Assessment Centre should be considered *after* the interviews have taken place.
- 7.9. It is the responsibility of the Recruitment Panel to agree the preferred candidate and order of reserve candidates if this is agreed. The Chair of the panel will have the casting vote where the panel is unable to reach a consensus.

8. Post Interview

- 8.1. The Council's Lead Officer is responsible for ensuring the appropriate documentation is gathered. This documentation should clearly outline the reasons for selection and non-selection, against the criteria for the post and will be retained for a period of six months after the appointment is made should there be any challenge that the Council would need to respond to. The Lead Officer will ensure all documentation is submitted to the HR team for retention or destruction.
- 8.2. The Council's Lead Officer is responsible for communicating to the preferred candidate that they have been successful at interview and the next stage of the recruitment process will be followed. This should only take place once all documentation related to eligibility to work in the UK has been seen and verified. Prior to any formal offer of employment being made satisfactory pre-employment checks are required. These checks are:
 - satisfactory health check
 - PVG disclosure
 - satisfactory references
 - confirmation of registration with GTC(S)

- 8.3. In the case of an appointment to a Denominational School, the preferred candidate must obtain approval from the Church Representative.
- 8.4. The Council's Lead Officer is responsible for informing the unsuccessful candidates of the Panel decision and to offer and organise feedback to the candidates.
- 8.5. It is the responsibility of the Head of Education to share the outcome of the appointment process with all relevant parties including the Chief Executive and Elected Members not directly involved in the appointment process.

9. Formal Offer

- 9.1. Once all pre-employment checks have been received and are satisfactory, the HR team will arrange for a formal offer of employment to be sent to the successful candidate and a start date is then agreed.
- 9.2. The HR team will inform the Education Link Officer of the Learning Community concerned in order for induction arrangements to be planned.

10. Council Recruitment Procedures

- 10.1. Further guidance on recruitment and selection is contained within the relevant Council's Procedure, which applies to all appointments.
- 10.2. The Council ensures that it follows Safer Recruitment Procedures to ensure vulnerable groups are protected from the potential of harm.

Signed: _____ Joint-Secretary (Employer's side) Date: _____

Signed: _____ Joint-Secretary (Teachers' side) Date: _____