

## **EAST AYRSHIRE COUNCIL**

### **JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF – THURSDAY 13 JUNE 2013**

#### **JNCT CIRCULAR 24: THE APPOINTMENT OF HEAD TEACHERS, HEADS OF ESTABLISHMENT AND DEPUTE HEAD TEACHERS IN EARLY CHILDHOOD, PRIMARY, SECONDARY AND SPECIAL SCHOOL ESTABLISHMENTS – updated 4/6/13**

#### **Joint Report by Executive Director of Finance and Corporate Support and Executive Director of Educational and Social Services**

### **1. PURPOSE**

- 1.1 To seek agreement to continue the revised scheme for the appointment of head teachers, heads of establishment and depute head teacher in Early Childhood Centres, Primary, Secondary and Special Schools (Standard Circular 16(a)).
- 1.2 To include agreement on an update to the arrangement for the formulation of interview panels to include an appropriate balance of representation for all establishments where there will be a shared headship.

### **2. BACKGROUND**

- 2.1 The quality of senior promoted staff (Head Teacher, Head of Establishment and Depute Head Teacher) is vital to the effective implementation of the policies of East Ayrshire Council and the provision of effective and efficient education in schools. The policy for the appointment of senior promoted staff (Head Teacher, Head of Establishment and Depute Head Teacher) has therefore been reviewed to ensure that the recruitment and selection procedure is rigorous enough to ensure that the best candidate for these senior posts is appointed.

### **3. EXISTING PROCEDURES**

- 3.1 The current Policy and Procedures are as follows:-

- an assessment exercise has been introduced as the first stage of the interview process for head teacher posts

- focus group sessions (teaching staff, support staff and pupils) have been introduced for head teacher posts

-a professional interview led by the Head of Schools, accompanied by the link Senior Education Manager and a peer head teacher to focus on a range of educational issues has been introduced for head teacher posts

-the formal interview composed of Elected Members, representatives of the Parent Council and the Executive Director of Educational and Social Services (or a representative) will continue to be the final stage in the interview process for head teacher appointments

**3.2** The appropriate balance of parental input must be addressed to include the circumstances of shared headships, including involvement of Early Childhood Centres.

**3.3** Appendix 1 of this document is an amended section 9 of Standard Circular 16 (a). The appointment of Head Teachers, Heads of Establishment and Depute Head Teachers in Early Childhood, Primary, Secondary and Special School Establishments, which takes account of the category of appointment relating to Shared Headship.

#### **4. COMMUNICATIONS**

**4.1** The revised Standard Circular 16(a) will be issued to establishments for appropriate action. The revised policy will also be placed on the Scottish Negotiating Committee for Teaching Staff Web site

#### **5. FINANCIAL IMPLICATIONS**

**5.1** Any additional costs arising from the proposed changes to the Appointment Procedures for Head Teachers and Depute Head Teachers can be met from the department's own budget.

#### **6. POLICY/LEGAL IMPLICATIONS**

**6.1** The proposed changes will ensure that the Council meets its legislative requirements as an employer and continues to follow best practice guidelines. The proposals meet the pursuit of continuous improvement and Best Value and the guiding principles of the Community Plan.

#### **7. RISK MANAGEMENT IMPLICATIONS**

**7.1** There are no risk management implications.

#### **8. COMMUNITY PLANNING IMPLICATIONS**

**8.1** There are no community planning implications

## **9. RECOMMENDATIONS**

**9.1** The Joint Negotiating Committee is asked to:

- (i) agree to maintain the revised scheme for the appointment of head teachers, heads of establishment and depute head teachers in Early Childhood, Primary, Secondary and Special School establishments;
- (ii) accept the additional requirements for section 9 of Standard Circular 16 (a) as indicated in Appendix 1; and
- (iii) note the contents of the report.

Alexander McPhee  
Executive Director of  
Finance and Corporate Support

Graham Short  
Executive Director of Educational  
and Social Services

AW  
4 June 2013

## **LIST OF BACKGROUND PAPERS**

Nil

Any person wishing further information should contact Martin Rose, Head of Human Resources Tel: 01563 576092 or Alan Ward, Acting Head of Service: Schools Tel: 01563 576126.

**AMENDMENTS TO SC 16 (a)**

New Section under (9) Appointment Committee for Head Teacher posts, including Shared Headships.

Section 9.3 to be amended to read:

Existing paragraph plus - in the case of the appointment of a Head Teacher to a Shared Headship post an appropriate balance of parental representation must be achieved to ensure confidence of all groups in the process. The appointments committee should therefore read as follows:

Executive Director of Educational and Social Services (or delegate)

Elected Member

Head Teacher of equivalent rank or appropriate experience

HR Representative

Either 2 or a maximum of 4 parents on the panel reflecting an even balance of numbers from parents representing each establishment