
Procedure Title - Procedure for the Recruitment and Selection of Head Teachers in all Schools

Management Information	
Lead Officer	Name: Elaine Gallagher
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Lead Service Area	Children and Families
Date Agreed	9.11.22
Last Review Date	
Next Review Date	
Agreed by	
Has Screening for Equality Impact been undertaken for this procedure	Yes/No: No <i>(please specify)</i> Date
Has Implementation and Monitoring been considered for this procedure	Yes/No: No <i>(please specify)</i> Date
If appropriate has Health and Safety section had oversight of this procedure	NA
Name of Health and Safety contact	

Definition: Procedure – An agreed method or approach to comply with Policy, Legislation and Departmental Decisions.

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LOCAL NEGOTIATING COMMITTEE FOR TEACHERS

Local Agreement

Procedure for the Recruitment and Selection of Head Teachers in Schools

1. The procedure will take effect following agreement in the Local Negotiating Committee for Teaching staff and takes account of the guidance issued by Scottish Ministers in terms of the Scottish Schools (Parental Involvement) Act 2006 relating to procedures for the appointment of a Head Teacher, participation of a Parent Council and related activities under the Act. Section 14 of the Act is of particular relevance in this regard, together with the secondary legislation made under the Act, namely the Parental Involvement in Head Teacher and Deputy Head Teacher Appointments (Scotland) Regulations 2007.
2. There must be a fair and consistent corporate approach to the process of recruiting to the post of Head Teacher within the City of Edinburgh Council. The procedure will therefore apply to all Head Teacher posts in all sectors and services in the Department of Children and Families and equally to internal and external job applicants.
3. Panel members must be fully trained in the recruitment and selection process prior to participation in accordance with legislative requirements and the Council's Recruitment and Selection Policy Framework. Those responsible for leading and coordinating the appointment process will be trained in the specifics of their roles within this procedure.
4. Confidentiality must be maintained not only at all stages of the procedure, but also upon its conclusion, given the nature of the data involved.
5. In accordance with Scottish Government guidelines, the recruitment and selection procedure for a Head Teacher will normally be completed in one school term.

In Primary, Secondary and Special sectors, the Schools & Lifelong Learning Senior Manager will be responsible for leading the procedure, although this can be delegated to another Senior Education Manager. In these sectors, either the Quality Improvement Education Manager (QIEM) or Quality Improvement Education Officer (QIEO) as appropriate, will be responsible for the co-ordination of appointments, supported by appropriate staff in the Department of Communities and Families.

6. In the Early Years sector, the Schools & Lifelong Learning Senior Manager will be responsible for leading the procedure, although this can be delegated to another Senior Education Manager. In this sector, either the Quality Improvement Education Manager (QIEM) or Quality Improvement Education Officer (QIEO) as appropriate will be responsible for the co-ordination of appointments, supported by appropriate staff in the Department of Communities and Families.
7. Administrative support for the procedure for all sectors will be provided by the Team Secretaries in Schools and Lifelong Learning or the central administration teams in the Department of Communities and Families. Administrative duties will include tasks such as:
 - Arranging the advertising of posts on MyjobScotland.
 - The copying and circulation of application forms to the long-leet and short-leet panel members, together with a pack of support documents to assist in the selection process
 - The preparation of standard letters for signing and the subsequent issue of those letters
 - Liaison with Committee Services to secure Elected Members time for the short-leet interviews
 - Room bookings, etc.
 - All pre-employment checks
8. Standard templates will be used for all supporting documents and letters.
9. The **interview panel composition**, considering of denominational appointments as appropriate, is attached as Appendix 1. The same two parents should be involved in both the long and short leet interviews and

QIEM/QIEOs are involved in the panels as appropriate. Peer Head Teachers from the appropriate sector are involved only at the long-leet interviews.

10. Where a Parent Council is established (or a group of parents if no Parent Council exists), that Parent Council will be involved in the appointment of the Head Teacher at that school. The QIEM/QIEO will discuss with the Parent Council, prior to the screening of applications, any specific skills and competencies required for the post, to help inform the person specification. The QIEM/QIEO will also liaise with parents regarding appropriate interview questions at this time. The Parent Council will then nominate two trained members to participate in the screening process, long-leet and short-leet interviews. The finalised person specification will be communicated to these two members.
11. It is the responsibility of the Locality SEM to engage with the Parent Council prior to the start of the Headteacher recruitment process, and again once recruitment is completed, to welcome the new Headteacher to the school. QIOs will communicate with the substantive Headteacher to inform them that the advertising/recruitment process has started.
12. Head Teacher vacancies will be advertised through *MyjobScotland*.
13. **Screening** for long-leet interview candidates will normally be undertaken by Council Officers within two weeks of the closing date. At this meeting the Council Officers, including the Peer Head Teacher and nominated Parent Council members, will identify appropriate interview questions for long-leet interviews. Interview questions at all stages must relate to the criteria listed on the person specification and an equalities question must be included as a core question at either the long-leet or short-leet interviews.
14. **Feedback to Candidates.** The QIEM/QIEO will provide feedback to any unsuccessful candidate at the screening and long-leet stage. The Schools and Lifelong Learning Senior Manager will provide feedback to any unsuccessful candidates at the short-leet stage.
15. **Long-leet interviews** will normally be carried out no later than two weeks after the closing date. Candidates selected for long-leet interview will be notified by e-mail through *MyjobScotland* and will be invited to select an interview time. Candidates will be given at least seven days' notice of an interview date. Long-leet interviews will take place in school and comprise of a school walk-round, pupil engagement panel and six questions, the first question being the candidate's School Vision under Edinburgh Learns for Life. Locality SEOs will have responsibility for leading both the school walk-round and pupil engagement panel. At the end of these interviews, the long-leet panel will select candidates for short leet-interview and identify appropriate interview questions for short-leet interviews.

16. Candidates applying for posts in **Roman Catholic Schools** must seek and receive approval from the Archdiocese of St Andrews and Edinburgh before they can take up post. Long-leet candidates must confirm with the coordinating officer that this approval has been granted before interview.
17. **Short-leet interviews.** Short-leet candidates will be given at least seven days' notice of an interview date and interviews will normally be carried out no later than two weeks after the long-leet stage. Short-leet interviews will comprise of an online assessment centre, of three written leadership tasks. The short-leet interview will take place at City Chambers or Waverley Court and comprise six questions.
18. Every effort will be made to ensure a full panel (as per Appendix 1) of appropriate representatives at long-leet and short-leet interviews. In the event that any panel member is unable to attend the short-leet interview in exceptional circumstances, the Lead Officer will liaise with the appropriate Elected Member (as Chair) to seek a solution which will enable the procedure to be concluded e.g., the panel size is reduced; a panel member is substituted. Every effort will be made by the panels to reach an unanimously agreed decision. The Chair will have the casting vote in the event of a "hung panel". In the absence of Committee Members e.g., prior to election, a Senior Manager will step in to fulfill their role.
19. Two written references will be requested from existing/former employers for short-leeted candidates by the Co-ordinating Officer prior to short-leet interviews. References will be used primarily as a means of verifying the information provided by candidates and reinforcing the selection panel's decision and therefore only the references for the candidate nominated for appointment will be made available to members of the short-leet interview panel after a selection decision is made. Where an employment reference cast doubt on the suitability of the nominated candidate, the short-leet panel will rigorously re-examine all the evidence available to them and may decide to reconsider their selection decision.
20. Short-leet candidates must complete necessary pre-employment checks e.g. Criminal Record Check, PVG, Verification of eligibility to work in the UK.
21. The short-leet panel will identify a nominated candidate and seek approval from the Director of Children and Families to progress with appointment, subject to any outstanding pre-employment checks. The Schools and Lifelong Learning Senior Manager will notify all candidates of the outcome by telephone later the same day.
22. The Schools and Lifelong Learning Senior Manager will arrange a suitable start date for the successful candidate to take up post and will notify all interested parties accordingly.

REVIEW

This agreement will be reviewed after two years (7th November 2024) or if either Joint Secretary requests.

LOCAL AGREEMENT (In accordance with the LNCT Recognition and Procedure Agreement)

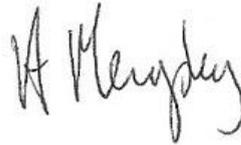
This local agreement has been reached in the LNCT and is consequently binding on the signatory parties. It may be adjusted by negotiation to meet changing future.

Signed:



Joint Secretary
Management Side

Date: 9 November 2022



Joint Secretary
Teachers' Side

Date: 7th November 2022

RECRUITMENT AND SELECTION PANEL COMPOSITION
HEAD TEACHER APPOINTMENTS

Sector	Stage	Panel Membership
Primary	Long-leet Interview	Locality Senior Education Manager (chair and lead) QIEM/QIEO (coordinator) Peer Head Teacher from Primary Sector (Denominational where appropriate) 2 Parent Council Members
	Short-leet Interview	Locality SEM QIM/QIO 2 Parent Council Members 2 Members of the Education, Children and Families Committee (1 will chair) – 1 denominational representative as appropriate
Secondary	Long-leet Interview	Locality Senior Education Manager (chair and lead) QIEM/QIEO (coordinator) Peer Head Teacher from Secondary Sector (Denominational where appropriate) 2 Parent Council Members
	Short-leet Interview	Locality SEM QIM/QIO 2 Parent Council Members 2 Members of the Education, Children and Families Committee (1 will chair) – 1 denominational representative as appropriate
Early Years	Long-leet Interview	Locality Senior Education Manager (chair and lead) QIEM/QIEO (coordinator) Peer Head Teacher from Early Years Sector (Denominational where appropriate) 2 Parent Council Members
	Short-leet Interview	Locality SEM QIM/QIO 2 Parent Council Members 2 Members of the Education, Children and Families Committee (1 will chair) – 1 denominational representative as appropriate
Special	Long-leet Interview	Locality Senior Education Manager (chair and lead) QIEM/QIEO (coordinator) Peer Head Teacher from Special Sector (Denominational where appropriate) 2 Parent Council Members
	Short-leet Interview	Locality SEM QIM/QIO 2 Parent Council Members 2 Members of the Education, Children and Families Committee (1 will chair) – 1 denominational representative as appropriate