

STANDARD CIRCULAR	No. F2
APPOINTMENT OF TEACHERS TO PROMOTED POSTS : GENERAL POLICY	

This circular gives general information and guidance about the filling of promoted posts in primary, secondary and special schools in North Lanarkshire.

1. General

- (a) North Lanarkshire Council is an equal opportunities authority. The general aim of an equal opportunities policy is to ensure that no job applicant or employee receives less favourable treatment than any other on grounds such as race, colour, nationality, ethnic or national origins, religion, age, sex, sexuality, marital status or disability. No job applicant or employee should be disadvantaged by conditions or requirements which cannot be shown to be justified.
- (b) All permanent promoted posts in primary, secondary and special schools will be advertised nationally through the public press. Temporary vacancies may be filled without national advertisement.
- (c) Application for promoted posts can be made by any teacher who is registered with the General Teaching Council.
- (d) North Lanarkshire Education Department operates a job sharing scheme for teachers. This scheme is detailed in Standard Circular No F13.
- (e) Full account will be taken of the professional qualifications and of the length and nature of the teaching service and other relevant experience of each candidate.
- (f) The authority will fulfil its statutory obligations in relation to the filling of promoted posts in denominational schools.
- (g) Recommendations for appointment to promoted posts will be made by appointment committees. The membership of these committees is described in section 2 and 3 of this circular.
- (h) Canvassing of a member of an appointment committee, whether directly or indirectly, by any applicant for a promoted post may disqualify the applicant from consideration for the post in question.
- (i) Other than in exceptional circumstances, appointment committees will not consist solely of members of one sex.

- (j) The director of education or any officer in the education authority nominated by him is entitled to attend any of the proceedings of an appointment committee as an assessor.
- (k) Members of an appointment committee (including assessors) must declare in advance to the deputy director any relationship or close friendship with any of the candidates which to an outsider could suggest bias or which might be a factor in any professional judgement made during the selection process. The deputy director will then assess whether or not any substitution is necessary.
- (l) Application for promoted posts must be made on the appropriate form. Copies are available from schools or the education office. Applications will normally be submitted through the candidate's head teacher in order that an appropriate report can be attached by the head teacher to the application form. Reports on candidates who are head teachers will be written by the head of service for the geographic area. Reports on candidates from another authority will be obtained from the director of education for that authority. Candidates may also submit a copy of one testimonial.
- (m) North Lanarkshire Council is committed to a policy of openness and accountability. Therefore, all candidates for appointment should have access to reports written about them and should have the opportunity to discuss them with the appropriate member(s) of the council's staff. Candidates will be given a copy of any such reports on request. These reports should be treated in the strictest confidence by both parties.
- (n) Preparing for an interview and the interview itself can be a valuable learning experience for candidates. All candidates who are interviewed will have the opportunity, should they so wish, to discuss their performance at a later date with one of the authority's representatives on the appointment committee.
- (o) Training for all those involved in the selection process is of the utmost importance.

The authority will establish a training programme which will be compulsory for all officers involved in the selection process. Elected members of the authority and school board members will be strongly encouraged to undertake appropriate training.

2. Appointment committees involving school board nominees

- (a) Interviews for posts of head teacher and deputy head teacher will be conducted by an appointment committee constituted in accordance with the report on a Teaching Profession for the 21st Century, Annex B Duties of a Headteacher.
- (b) An appointment committee must consist of equal numbers of persons nominated by the education authority and the school board. In addition, the head teacher of the school is present as chairperson when the appointment of a deputy head teacher is being considered.

- (c) Any vacancy in an appointment committee can only be filled by a further nomination by the body which nominated the person whose place has become vacant. There may be circumstances in which one nominee from either the education authority or the school board may step down in order that the appointment committee can proceed with equal numbers.

2.1 Head teacher posts

- (a) An appointment committee for the post of head teacher will normally consist of 3 nominees of the school board and 3 nominees of the education authority.
- (b) The education authority will normally nominate the following:
- an elected member from the education committee who will be nominated by the director of education
 - a head teacher from the appropriate sector from a school in another area of North Lanarkshire
 - a member of the directorate.
- (c) The school board can nominate whomsoever it wishes except that pupils of the school and members of staff of the school may not be members of an appointment committee.
- (d) The appointment committee will normally be chaired by the elected member. The chair will have both a deliberative and a casting vote.
- (e) Where for any reason a school board has not been established the appointment committee will consist of the authority's nominees only.

2.2 Depute head teacher posts

- (a) An appointment committee for the post of depute head teacher will consist of 2 nominees of the school board and 2 nominees of the education authority together with the head teacher of the school without whom the appointment committee cannot sit.
- (b) The education authority will normally nominate the following:
- a teacher of equivalent rank to the post being filled
 - a representative of the director who will be nominated by the depute director and will normally be a member of the directorate or a head teacher.

No two members of the appointment committee nominated by the authority should be members of staff of the same school.

- (c) The school board can nominate whomsoever it wishes except that pupils of the school and members of staff of the school other than the head teacher may not be members of an appointment committee.

- (d) An appointment committee for the post of depute will be chaired by the head teacher of the school who will have both a deliberative and casting vote.
- (e) Where for any reason a school board has not been established the appointment committee will consist of nominees of the authority together with the head teacher of the school in the chair.

2.3 Detailed procedures for the filling of posts of head teacher and depute head teacher are described in Standard Circular F3, copies of which are available in school and education offices.

3. Appointment committees not involving school board members

3.1 Posts of principal teacher will be filled by appointment committees consisting of:

- the head teacher of the school as chairperson who will have a deliberative and a casting vote
- a teacher of equivalent post nominated by the depute director
- a representative of the director of education who will be nominated by the depute director and could be the head teacher of another school in a different area of North Lanarkshire, an adviser, a member of the directorate or other senior member of staff.

No two members of the appointment committees should be members of staff of the same establishment.

3.2 Detailed procedures for the filling of posts at this level are described in the document 'Arrangements for the appointment of principal teachers' which is attached as Appendix 1 to this circular. In addition, head teacher should make use as appropriate of Appendices 1, 2, 3, 4, 5 and 8 of Standard Circular F3.

4. Changes to the scheme

The education committee undertakes to initiate consultation with the Local Negotiation Committee (LNCT) before making any major departure from these procedures, but reserves to itself and its officers the right to deal exceptionally with any promotion as they may think necessary. In such instances the secretary of the teachers' side of the LNCT will be informed.

Michael O'Neill
Director of Education

NORTH LANARKSHIRE COUNCIL : DEPARTMENT OF EDUCATION

Arrangements for the appointment of Principal Teachers

Applications and reports

Candidates will be instructed to submit to their applications to their head teachers. There is no limit to the number of posts for which application may be made but each separate application must be on a separate form. Head teachers should attach to each application a current report. Applications and reports should then be forwarded to the education department by the head teacher so as to arrive not later than the closing date shown on the advertisement. Applications will be acknowledged by the depute director of education.

When providing reports head teachers should offer comments specifically related to the teacher's skills, experience and potential to execute the duties of the promoted post for which application is being made.

Remit of posts

Job descriptions will be sent to all candidates.

The appointment panel

For each school in which a promoted post is to be filled an appointment panel will be formed. The panel will be responsible for both the drawing up of a leet for interview and for the conduct of the interview.

Each panel will consist of three members as follows:

- (a) the head teacher of the school who will act as convener of panel and shall have a casting vote in addition to his/her deliberative vote.
- (b) a representative of the director of education. The representative will be appointed by the depute director and could be the head teacher of another school from a different area of North Lanarkshire, an adviser, a member of the directorate or other senior member of staff.
- (c) a teacher of equivalent post nominated by the depute director.

No two member of equivalent post nominated by the depute director.

Leeting arrangements

As soon as practicable after receipt of applications the head teacher must convene a meeting of the appointment panel. The members of the panel will be given access to all of the applications and reports received. For each vacant post a leet of at least 3 candidates will be selected. Where two posts of the same kind are to be filled in the school, the leet shall contain at least 6 names.

The leet should be intimated to the depute director immediately after it is drawn up. This will normally be for information only. Candidates who are to be called for interview should be informed by the head teacher without delay. Other candidates should be informed of the position by the head teacher by letter at the same time.

It is essential that leeting decisions are based on justifiable criteria which must be applied impartially to all candidates. A formal note of the leeting meeting must be taken and retained and specific reasons must be provided in justification of the selection of candidates for interview. any enquiries will have to be dealt with in the first instance by the head teacher who will have overall responsibility for the decisions taken.

As with senior promoted post appointment, an opportunity should be given to all leeted candidates to visit the school.

Applicants who have been “displaced” from an equivalent post as a result of school closures or amalgamation must be included in the leet.

In drawing up the leets, panels will wish to consider the following criteria:

- (a) the **experience** of the candidate as described in his/her application in terms of **qualifications, current and previous employment, in-service training and staff development and length of service.**
- (b) the head teacher’s **report** on the candidate’s recent service, and
- (c) the **suitability** of the candidate for the particular remit

Panels may add their own criteria and a careful note of these should be kept.

Interview arrangements

Interviews should be arranged and conducted in accordance with the procedures set out in Standard Circular F3. Particular attention should be paid to the following points:

- (a) the appointment panel should meet beforehand to discuss the criteria for the assessment of candidates and the questions to be asked.
- (b) questions should be common to all candidates, though follow-up questions may vary.

- (c) every effort must be made to keep as closely as possible to the timing and duration of interviews.
- (d) a suitable room should be available as a waiting area for candidates.
- (e) consideration should be given to the nature and accessibility of the rooms to be used for interview in relation to the particular requirements of any candidate who may be disabled.
- (f) all notes on both the meeting and interviewing processes should be retained for six months after the interviews.

Appointment

At the end of the selection process the appointment committee will make its recommendation to the director of education who will offer the post to the recommended candidate (except in the unlikely circumstances either where the candidate is ineligible or where there is reason to believe that the selection process may have been conducted improperly).

Declaration of interest

Member of the appointment panel must declare in advance to the deputy director any relationship or close friendship with any one of the candidates which, to an outsider, could suggest bias which might be a factor in any professional judgement which would be made at the interview. The deputy director will then assess whether or not any substitution is necessary.

Equal Opportunities

North Lanarkshire Council is an equal opportunities employer. Appointment panels must seek to promote equal opportunities at all stages of the appointment process.