

Procedure Title

**Principles of the Procedure for the Recruitment and Selection of Permanent Depute Head Teachers and Principal Teachers**

<b>Management Information</b>	
<b>Lead Officer</b>	<b>Name:</b> Jan Robertson
	<b>Designation:</b> Senior Quality Improvement Officer
	<b>Tel:</b> 469 3028
<b>Lead Officer</b>	<b>Name:</b>
	<b>Designation:</b>
	<b>Tel:</b>
<b>Lead Service Area</b>	School and Community Services
<b>Last Review Date</b>	
<b>Implementation Date</b>	20 April 2010
<b>Review Date</b>	20 April 2012
<b>Date Agreed</b>	20 April 2010
<b>Agreed by</b>	Mike Rosendale / Colin Mackay (LNCT)

**LOCAL NEGOTIATING COMMITTEE FOR TEACHERS**  
**Local Agreement**

**Principles of the Procedure for the Recruitment and Selection of  
Permanent Depute Head Teachers and Principal Teachers**

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 Depute 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. Although the appointment of Principal Teachers is not covered by the Act, it has been deemed appropriate by the Department of Children and Families to apply similar procedures to the appointment of these staff.
3. There must be a fair and consistent corporate approach to the process of recruiting to Depute Head Teacher and Principal Teacher posts within the City of Edinburgh Council. The procedure will therefore apply to all permanent Depute Head Teacher and Principal Teacher appointments in all sectors and services in the Department of Children and Families and equally to internal and external job applicants.
4. 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 co-ordinating the appointment process will be trained in the specifics of their roles within this procedure.
5. Confidentiality must be maintained not only at all stages of the procedure, but also upon its conclusion, given the nature of the data involved.
6. The recruitment and selection procedure for Depute Head Teachers and Principal Teachers will normally be completed in one school term.
7. In the case of Depute Head Teacher and Principal Teacher appointments in Primary, Secondary and Special sectors, the Head Teacher will be responsible for leading and co-ordinating the procedure supported as appropriate by a Senior Quality Improvement Officer (SQIO) or Quality Improvement Officer (QIO). In the case of a Principal Teacher post in the Secondary sector, the Head Teacher will discuss the vacancy with the school's QIO to consider replacing him/her on the interview panel with a QIO with appropriate subject specialism.
8. In the case of Principal Teacher appointments in the Early Years sector, the Head Teacher or Centre Manager will be responsible for leading and co-ordinating the procedure supported by an appropriate QIO.

9. Administrative support for the procedure, including the use of the Council's web based recruitment portal "myjobscotland", for all sectors will be provided by the school/Centre staff.
10. Panel compositions, taking account of denominational appointments as appropriate, is attached as Appendix 1.
11. There is a requirement for the Parent Council (or a group of parents if no Parent Council exists) to be involved in the appointment of a Depute Head Teacher or a principal teacher at a school. The Head Teacher will discuss with the Parent Council or Group any specific skills and competencies required for the post prior to the screening of applications, to help inform the employee specification. Consultation should also be undertaken regarding the questions for the leeting interviews.
12. The Parent Council or Group will nominate two trained members to participate in the long and/or short leet interviews. The finalised employee specification will be communicated to these two members.
13. In the case of Principal Teacher appointments in the Early Years sector, the Head Teacher/Centre Manager should involve a trained parent in the long/short leet interviews.
14. Normally, Depute Head Teacher and Principal Teacher vacancies will be advertised internally and externally simultaneously.
15. The Head Teacher/Centre Manager will provide feedback to any unsuccessful candidate on request.
16. Screening of applications will be undertaken within 2 weeks of the closing date. Following the screening process, a decision will be taken whether to hold long leet interviews or to go straight to short leet interviews. This decision will be dependent upon the number and quality of applications.
17. Candidates will be given at least 7 days notice of an interview date in all cases.
18. If the decision is to hold long and short leet interviews, long leet interviews will normally be carried out no later than four weeks after the closing date. Other arrangements to test competency will be applied at this stage. At this time, candidates applying for a post in a Catholic school require to confirm their church approval with the chair of the interviewing panel. At the end of these interviews, the panel will draw up a short leet and identify appropriate interview questions for the short leet interviews.
19. Short leet interviews will normally be carried out no later than two weeks after the long leet interview date. In the period between the interviews, the short leet candidates will be asked to contact the school/Centre and request a visit date and time. The Head Teacher/Centre Manager should arrange for each candidate to be given an individual tour of the school and the opportunity to obtain comprehensive information, both verbally and in writing, about the school/Centre.
20. If the decision is to hold short leet interviews only, the short leet candidates will be asked prior to the interview to contact the school/Centre and request a visit date and time. The Head Teacher/Centre Manager should arrange for each candidate to be given an individual tour of the school and the opportunity to obtain comprehensive information, both verbally and in writing, about the school/Centre
21. Short leet interviews will normally be carried out no later than four weeks after the

closing date. Other arrangements to test competency will be applied at this stage.

22. Every effort will be made to ensure a full panel (as per Appendix 1) of appropriate representatives at long and/or short leet interviews. In the event that any panel member is unable to attend an interview in exceptional circumstances, the Head Teacher/Centre Manager will 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 a unanimous decision. The Head Teacher/Centre Manager will have the casting vote in the event of a “hung panel”.
23. Two written references will be requested from existing/former employers for short-leeted candidates by the Head Teacher/Centre Manager 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 casts 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.
24. Short-leet candidates must complete necessary pre-employment checks e.g. Disclosure Scotland, Prevention of Illegal Working.
25. The short-leet panel will identify a nominated candidate and the Head Teacher/Centre Manager will progress the appointment with the HR Service Centre, subject to any outstanding pre-employment checks and normal processes.

## **REVIEW**

This agreement will be reviewed 2 years after implementation or earlier 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 needs.

Signed

Joint Secretary  
Management Side

Date

Joint Secretary  
Teachers' Side

Date

**RECRUITMENT AND SELECTION PANEL COMPOSITION  
DEPUTE HEAD TEACHER APPOINTMENTS**

Sector	Stage	Panel Membership
Primary, Secondary and Special	Screening	Head Teacher (Chair) Deputising Depute Head Teacher from the school or Assisting Head Teacher from the appropriate sector/ denomination S/QIO
Primary, Secondary and Special	Long and short leet interviews	2 Parents Head Teacher (Chair) Deputising Depute Head Teacher from the school or Assisting Head Teacher from the appropriate sector/denomination S/QIO

**RECRUITMENT AND SELECTION PANEL COMPOSITION  
PRINCIPAL TEACHER APPOINTMENTS**

Sector	Stage	Panel Membership
Primary and Special	Screening	Head Teacher (Chair) Deputising Depute Head Teacher or Assisting Head Teacher where there is no DHT post S/QIO
Primary and Special	Long and short leet interviews	1 or 2 parents, as applicable Head Teacher (Chair) Deputising Depute Head Teacher or Assisting Head Teacher from appropriate sector/denomination where there is no DHT post S/QIO
Secondary	Screening	Head Teacher (Chair) Faculty DHT S/QIO (may be school or subject S/QIO)
Secondary	Long and short leet interviews	1 or 2 parents Head Teacher (Chair) Faculty DHT S/QIO (may be school or subject S/QIO)
Early Years	Screening	Head Teacher/Centre Manager (Chair) QIO
Early Years	Long and short-leet interviews	1 Parent Head Teacher/Centre Manager(Chair) QIO