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Date: 26 February 2018



Education Department
Council Offices
211 Main Street
Barrhead
East Renfrewshire
G78 1SY

Heads of All Educational Establishments
Teacher Trade Union Representatives

Dear Colleague

**REVISED LNCT 19
PROCEDURES FOR THE APPOINTMENT OF TEACHERS**

Agreement has been reached by the LNCT on revised procedures for the appointment of Teachers. A copy of revised LNCT document which is available to schools, on GLOW, the Education Department Section of the East Renfrewshire Council Intranet and the SNCT website.

The document includes:

LNCT 19 Appointment of Teachers to Posts in Pre-5, Primary, Secondary and Special Schools

LNCT 19 (a) Appointment of Teachers to Senior Promoted Posts in Schools

LNCT 19 (b) Appointment of Principal Teachers to Primary, Secondary and Special Schools

LNCT19 (c) Appointment to Permanent Teaching Posts in Pre-5, Primary, Secondary and Special Schools

LNCT 19 (d) Appointment of Psychologists, Music Instructors, Quality Improvement Staff

LNCT 19 (e) Appointment of Teachers to Posts in Denominational Schools

Please note that all interview panel members are required to have undertaken registered interviewer training in selection procedures. It is expected that all promoted staff will have undertaken such training. Training opportunities will be offered on a regular basis.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tracy A Morton', written over a white background.

Tracy A Morton
Education Senior Manager
(Developing People)

18.02.26



Mhairi Shaw, Director of Education, East Renfrewshire Offices, 211 Main Street, Barrhead G78 1SY

EAST RENFREWSHIRE COUNCIL: DEPARTMENT OF EDUCATION

The Council Offices
211 Main Street
Barrhead
East Renfrewshire
G78 1SY

TO HEADS OF ALL EDUCATIONAL ESTABLISHMENTS

Dear Colleague

**APPOINTMENT OF TEACHERS TO POSTS IN EARLY LEARNING & CHILDCARE,
PRIMARY, SECONDARY AND
SPECIAL SCHOOLS**

This circular gives general information and guidance regarding the appointment of teachers to permanent posts in early learning & childcare, primary, secondary and special schools in East Renfrewshire Council.

1. East Renfrewshire Council is committed to promoting equality of opportunity. The aim of its 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. In addition, the Council recognises the requirement under the Equality Act 2010 not to discriminate on the grounds of an individual's protected characteristic(s). A full statement of the council's policy on equal opportunities in relation to the employment of teachers is contained in Standard Circular No 67 and the Council's Recruitment Charter.
2. The Council, as a recognised Disability Confident Committed employer, has agreed to the five commitments associated with the Disability Confident scheme and, therefore, all applicants with a disability who meet the essential criteria for a job vacancy must be included on the shortlist.
3. Permanent posts in early learning & childcare, primary, secondary and special schools are normally advertised nationally through myjobscotland.gov.uk the national recruitment portal. Temporary vacancies may be filled without national advertisement.
4. Application for permanent posts can be made by any teacher who is fully registered with the General Teaching Council for Scotland.
5. East Renfrewshire Council operates a flexible working scheme for teachers. Details of the scheme are described in LNCT 31, which is available in schools, on GLOW, the East Renfrewshire Council Intranet and SNCT website.
6. A job description and person specification will be prepared for each post and will comply with local and national agreements, copies of which are available in all schools.

7. Full account will be taken of the professional qualifications, the nature of the teaching service and other relevant experience of each candidate.
8. The authority will fulfil its statutory obligations in relation to the filling of posts in denominational schools.
9. Recommendations for appointment to posts will be made by appointment committees or recruitment panels. The membership of these committees and panels is described in the appropriate standard circular for each category of post.
10. The director of education or any officer of the education authority nominated by the director is entitled to take part in any of the proceedings of an appointment committee or recruitment panel as an assessor.
11. Canvassing of a member of an appointment committee or recruitment panel, whether directly or indirectly, may disqualify the applicant from consideration for the post in question.
12. Appointment committees and, where possible, recruitment panels will not normally consist solely of members of one sex.
13. Members of an appointment committee and recruitment panel (including assessors) must declare in advance to the Education Senior Manager any relationship or close friendship with any of the candidates which to an outsider could suggest bias which might be a factor in any judgement made during the selection process. The Education Senior Manager will then assess what action is required. Failure to declare an interest will be regarded as a serious breach of council procedures.
14. Application for posts must be made on the appropriate online application form. Two references will be required for the successful candidate only. Referees will be as detailed in the appropriate Application Pack.
15. Preparing for an interview and the interview itself can be a valuable learning experience for candidates. East Renfrewshire Council is committed to a policy of openness and accountability, as such all leeted candidates will have the opportunity, should they so wish, to discuss their performance at interview with the chair of the appointment committee or any member of a primary recruitment panel. In addition all leeted candidates for appointment should have access to reports written about them and must have the opportunity to discuss them with the appropriate member(s) of the council's staff. Appointed candidates will be given a copy of any such report on request.
16. The authority has established an online registered interviewer's recruitment and selection training module which is compulsory for all staff who are involved in the selection process. Elected members of the authority and parent council members are also required to undertake recruitment and selection training organised by the Council.

Mhairi Shaw
Director of Education
January 2018