



## LNCT 05 – Appointment of Teachers on Permanent Contracts

December 2018

### Introduction

This agreement gives general information and guidance about the filling of unpromoted and promoted posts in Early Years, Primary, Secondary and Additional Support Needs establishments.

Inverclyde Council is an equal opportunities authority. The aim of the Council's policy is to ensure that no job applicant or employee receives less favourable treatment on any grounds including sex, gender reassignment, sexual orientation, marital or civil partnership status, race (nationality, ethnic or national origins), religion or belief, disability, age, pregnancy or maternity leave, trade union membership, caring responsibilities, background or social status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. The Council is committed to equality throughout all its functions and policies and is aware of its legal obligations in respect to the Equality Act (2010). Accordingly, this policy has undergone a full 'equality impact assessment'.

In some circumstances, where there is a genuine occupational requirement, the Council may target a sector in terms of age, gender, or race for a particular post. Such instances are rare and will only occur after careful consideration of the specific needs of the vacancy being filled and in accordance with equality legislation.

This policy should be read in conjunction with Inverclyde Council's Equality and Diversity and Recruitment and Selection policies.

The main stages of the appointment process are:

- The provision of information about the posts (advertisement, school profile, person specification and job description)
- Applying for a post
- Establishment of selection criteria
- Leeting
- Pre-interview stage
- The interview
- Post interview stage.

These stages are considered in some detail in the following sections. For Head Teacher posts, all the selection arrangements will be undertaken by a member of the directorate. For other posts the arrangements will be made by the Head Teacher. Advice will be available to Head Teachers from the Head of Education or a Quality Improvement Officer.

### **Provision of Information about a Post**

All permanent posts are normally advertised nationally. The advertisement will contain basic information about the post and the school. It will indicate where applicants can obtain further information, the process to be followed by the applicants, the job-sized salary for the post and the closing dates for any application.

The exception to this would be where the education authority decides, following consultation with the relevant parent council and teacher trade unions, that a post of Depute or Headteacher be filled by redeploying an existing Depute or Headteacher employed elsewhere in the authority.

A job description, school profile, person specification and selection criteria will be prepared for each post. All the relevant information must be readily available to the applicants.

The job description will have regard to local and national agreements and will indicate clearly the main duties of the post, reporting arrangements, areas of responsibility and any other relevant factors.

The person specification will list essential and desirable requirements in terms of qualification, experience and personal qualities and skills.

Applicants will be informed of the date of interview in accordance with the Council's Recruitment Policy.

When preparing job or person specifications for Depute or Headteacher posts, the authority must consult with, and have regard to, the views of the parent council of the school to which an appointment is to be made.

## **Applying for a Permanent Post**

Applications for posts must be made using the appropriate process set out by the authority.

Applications for permanent posts can be made by any teacher who is, or is eligible to be, fully registered with the General Teaching Council for Scotland (GTCS).

The authority will fulfil its statutory obligations in relation to the filling of posts in denominational schools.

Inverclyde Council operates a job-sharing scheme for teaching staff.

## **Establishment of Selection Criteria**

The selection criteria will reflect the job description and the person specification. The criteria will conform to a general pattern established by the authority but may vary in detail according to the post. However, they will include:

- Appropriate qualifications
- Appropriate registration with GTCS
- Previous experience
- Record of Professional Learning and Professional Update
- Evidence of ability to work with and lead other people
- Evidence of management skills
- Evidence of good communication skills
- Evidence of ability to implement change if required
- Evidence of good interpersonal skills.

Selection criteria will refer to, where appropriate, the need for evidence of approval by the Roman Catholic Church.

## **Personnel**

Anyone involved in the following process who has a personal relationship with a candidate, or who may be able to exercise favouritism, should remove themselves from the process. Where there is any doubt, they should take no part in the letting and interview process.

Where practicable, anyone directly involved in the appointment process who is listed as a referee for any candidate must either decline from acting as a referee or take no further part in the interview process.

The authority has an established recruitment and selection training programme which is compulsory for all staff who are involved in the selection process. Elected members of the Council and Parent Council members are also required to undertake appropriate training.

## Leeting

A short leet will be prepared. Full account will be taken of the job description, person specification and selection criteria for the post.

A record of the leeting process will be kept.

The list below identifies the *minimum* requirement for leeting a post. The chair of the leeting panel may choose to involve others in the process if required.

Post	Leeting Panel membership
<b>Class Teacher</b>	The Head Teacher of the school has oversight of the process and at least one other appropriately qualified person should be involved.
<b>Principal Teacher</b>	The Head Teacher of the school has oversight of the process and at least one other appropriately qualified person should be involved.
<b>Depute Head</b>	The Head Teacher of the school has oversight of the process and a QIO should also be involved.  The nominated person from the Parent Council should be invited.
<b>Head Teacher</b>	A member of the Corporate Directorate has oversight of the process. At least two appropriately qualified people from the education service/corporate directorate should be involved (this could include the Corporate Director).  The nominated persons from the Parent Council should be invited.

## Pre-Interview Stage

All candidates on the short list should be given the opportunity to visit the school. These visits are for the benefit of the candidates and should not be regarded as part of the selection process. The format of the visit may vary according to the available post.

An Appointment Panel will be established.

Post	Appointment Panel membership
<b>Class Teacher</b>	<p>The Head Teacher of the school – or nominated representative - should chair the panel.</p> <p>The panel should be made up of the chair plus at least 2 other representatives.</p> <p>Panel interviews used during the annual staffing process operate a points-based system and so the panel will comprise an Authority representative and a Head Teacher</p>
<b>Principal Teacher</b>	<p>The Head Teacher of the school should chair the panel.</p> <p>The panel will usually include:</p> <ul style="list-style-type: none"> <li>A teacher of equivalent rank who will have experience of carrying out the duties of a similar post</li> <li>A member of the directorate or quality improvement manager/officer or Head Teacher</li> </ul>
<b>Depute Head</b>	<p>The Head Teacher of the school should chair the panel.</p> <p>Two nominees of the Parent Council should be invited.</p> <p>The panel will usually include:</p> <ul style="list-style-type: none"> <li>A teacher of equivalent rank who will have experience of carrying out the duties of a similar post</li> <li>A member of the directorate or quality improvement manager/officer or Head Teacher</li> </ul>
<b>Head Teacher</b>	<p>The convener for education or their depute should chair the panel.</p> <p>Two nominees of the parent council (equivalent to one third of the appointment panel) should be invited.</p> <p>The panel will usually include:</p> <ul style="list-style-type: none"> <li>A Head Teacher from the appropriate sector from another school/authority</li> <li>Two members of the directorate or one member of the directorate and a quality improvement manager</li> </ul>

In respect of the Council's Equality and Diversity Policy, every effort should be made to have an appropriate panel composition in relation to the gender of the candidates to be interviewed. It is the Council's policy to make every effort to ensure that interview panels are balanced with at least one male and one female member where possible.

In appointment panels where recruitment is delegated to officers, it is the role of the Chairperson to ensure that appointments are run in accordance with the Recruitment Procedure and all attempts are made to achieve a gender balance on interview panels.

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

The parent council may nominate any representatives it wishes (to the maximum number identified by the chair). Pupils of the school and members of staff of the school, other than the Head Teacher, may not be members of an appointment committee.

Members of an appointment committee must declare in advance to the Corporate Director of Education, Communities and Organisational Development, or their representative, 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 Corporate Director, or their representative, will assess what action is required.

The canvassing of Elected Members or employees of the Council, directly or indirectly, in connection with any appointment being made by the Council, shall disqualify the candidate. An Elected Member or employee of the Council shall not attempt to secure an appointment with the Council nor recommend any person for such appointment or promotion. However, this shall not prevent an Elected Member or employee giving a written reference of a candidate's ability, experience, or character where the Council requests such a reference. Accordingly, a candidate may list an Elected Member as a referee.

## **The Interview**

A formal interview will continue to play a key role in determining which of the leeted candidates should be recommended for appointment. The time allowed for each candidate will depend on the post applied for.

In the case of **Head Teachers'** posts, the format of the interview will be agreed between the appropriate member of the education directorate and the parent council (if represented) at the meeting at which the leet is decided.

In the case of **Depute Head** posts, the format of the interview will be determined in advance by the Head Teacher and member of the education directorate involved in drawing up the leet.

In the traditional question and answer interview, the questions should be common to all candidates; variations in questions may be introduced in follow-up questions. All candidates should have the opportunity to put questions about the post to members of the appointment committee.

Variations to the traditional question and answer interview may be considered provided the appointment committee feels confident in using the techniques involved. The traditional question and answer format could be supplemented by:

- Devoting the first part of the interview to a presentation by the candidate on an educational topic of which they have been informed in advance. The initial questioning would relate to the presentation
- Inviting candidates to prepare a brief paper on an educational issue. Such papers would require to be written under supervision within a prescribed timescale
- Holding a group discussion involving candidates and the appointment committee.

This list is not exhaustive as there are a wide range of selection activities available dependent on the available post.

The format should vary only when it is seen to be credible and fair and candidates should be informed in advance of the format to be employed.

Whatever the format of the interview, a written record must be kept.

### **Post Interview Stage**

At the end of the selection process, the chair of the panel will advise the preferred candidate that they are being recommended for the post subject to Safe Recruitment checks being completed, except in the unlikely circumstances where the candidate is ineligible or where the selection process has been conducted improperly.

Every effort must be made to ensure that preferred candidates, and non-preferred candidates, are notified of the outcome of their interview around the same time.

Inverclyde Council is committed to a policy of openness and accountability in keeping with which all candidates for appointment may have access to reports written about them and must have the opportunity to discuss them with the appropriate members(s) of the Council's staff. Candidates will be given a copy of any such report on request.

All candidates who are interviewed will have the opportunity, should they so wish, to discuss their interview performance at a later date with one of the authority's representatives on the appointment committee.

In the event of a candidate wishing to question the appointment process, Inverclyde Council's Recruitment and Selection Complaints Policy will apply.