


PERTH AND KINROSS COUNCIL
JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF
LOCAL AGREEMENT

Appointment Procedure for Principal Teachers

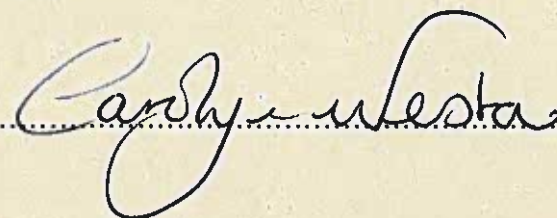
In terms of the Local Recognition and Procedure Agreement, it is accepted by all signatories acting on behalf of Perth and Kinross Council and the recognised trade unions that this agreement is a binding local agreement effective from 19 March 2019.

This supersedes relevant provisions within the National Agreement and constitutes a formal amendment to the terms and conditions of employment for teaching employees within Perth and Kinross Council.

Sheena Devlin, Executive Director (Education and Children's Services), on behalf of Perth and Kinross Council:


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Carolyn Weston, Perth and Kinross EIS Local Secretary on behalf of the Teachers' Trade Unions


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PERTH AND KINROSS COUNCIL
APPOINTMENT PROCEDURE FOR PRINCIPAL TEACHERS
LOCAL AGREEMENT – 19 MARCH 2019

INTRODUCTION

Our schools have the opportunity to make a difference to the lives of the children and young people in Perth and Kinross by providing the best possible education. It is, therefore, vital that the Council attract and appoint the best possible candidates.

This Local Agreement sets out the procedure to be followed when recruiting to Principal Teacher posts in primary, secondary and special schools within the Council, ensuring a fair, consistent and robust approach.

PRINCIPLES

The Appointment Procedure for Principal Teachers has been designed to be flexible and agile to meet the needs of the Council and is based on the principles of the Council's Recruitment and Selection Policy.

Throughout the Appointment Procedure, there must be justifiable reasons for all decisions with appointments made on the basis of merit alone and in accordance with current employment legislation.

Perth & Kinross Council is an equal opportunities employer with our aim that no candidate or employee receives less favourable treatment than any other on the grounds of race, colour, nationality, ethnic or national origins, religion, age, sex, sexuality, marital status or disability. No candidate or employee should be disadvantaged by conditions or requirements which cannot be justified.

All individuals involved with the procedure must declare, in advance, any private interest or personal relationship with any of the candidates or panel members which could suggest any bias which might be a factor in any professional judgement made during the Appointment Procedure. The Executive Director (Education & Children's Services) or nominated representative will assess whether participation is appropriate.

All individuals involved in any part of the Appointment Procedure for Principal Teachers must ensure that the confidentiality of the process and all related information is maintained at all stages. Disclosure of any information and a breach of confidentiality will result in removal from participation in Perth and Kinross Council selection processes and may lead to disciplinary action.

VACANCY

When a vacancy for Principal Teacher arises, consideration should be given to the workforce composition and Service needs and priorities. When a decision is made to progress with filling the vacancy, the appropriate documentation will be completed and progressed for approval.

JOB PROFILE

The generic job profiles for Principal Teacher outline the job purpose, main accountabilities and job specific requirements as well as including reference to the requirement to be able to demonstrate the competencies against the Standards for Leadership and Management: Professional Actions of Middle Leaders.

JOB SIZING

Headteachers should arrange for the job sizing exercise to be carried out as soon as the vacancy becomes known. Vacancies will not be advertised until this is complete and verified by the Head of Service.

ADVERTISING

Vacancies approved for advertising will be advertised through the national recruitment portal myjobscotland.gov.uk.

The advertisement will contain information about the role and the school as well as links to other relevant information such as the school webpage and the benefits of working and living in Perth and Kinross.

Candidates will be invited to apply by completing a generic application form.

LEETING

Short leeting must provide for robust professional assessment to ensure that candidates going forward for selection are appropriately qualified and satisfy the essential criteria for the post, as per the job profile. This will normally be carried out by the interview panel members (excluding peer) who will subsequently share applications and inform of the reasons for shortlisting with the peer panel member.

The chair of the interview panel will agree the presentation topic and interview questions.

SELECTION

At the point of a vacancy being identified, the Chair of the interview panel will determine the assessment activities. These will be proportionate and relevant to the role and assess candidates' skills based on the job profile and GTCS Professional Standards to determine suitability for the post.

Assessment will comprise of the following mandatory activities:

- Presentation on an education topic which candidates' have been advised of in advance;
- Formal interview, including relevant questions relating to presentation and safeguarding questions to ensure the Council is fulfilling its responsibilities to protect our children and young people from potential harm.

Assessment of candidates' suitability **may** be supplemented by other activities including, but not exclusively:

- Briefing paper on an educational issue
- Group Exercises
- Interaction with the school community

The selection process should also include an opportunity for all short listed candidates to visit the school to meet appropriate staff and seek any information about the school.

Assessors of the activities will be given clear guidance and appropriate documentation to enable observations and assessments to be recorded. Each activity will be assessed with regard to the job profile, GTCS Professional Standards and suitability to the post.

The Chair of the interview panel will ensure all panel members are provided with the following:

- Job Profile
- Application Form for each candidate
- Guidance Notes on participating on an interview panel

The Chair of the interview panel will remind other panel members of the protocols for participating on an interview panel and ensure there are no conflicts of interest.

All candidates must be asked the same initial questions, but it is reasonable to probe in more detail the answers provided by candidates – on the understanding that no candidate receives unduly favourable or unduly unfavourable treatment in comparison to the treatment received by other candidates.

Interview Panel Membership

Interview panels will comprise as follows:

Early Years and Primary	Headteacher (Chair), another Headteacher/Depute Headteacher and peer Principal Teacher/Depute Headteacher
Secondary and Inclusion	Headteacher (Chair), Depute Headteacher and peer Principal Teacher/Depute Headteacher

The Headteacher is responsible for identifying panel members including a suitable peer and ensuring there is no conflict of interest in relation to the post or applicants.

APPOINTMENT

When all interviews are complete, the interview panel will agree the preferred candidate most suited to the role.

The Chair is responsible for ensuring that all documentation is completed, securely stored and destroyed after a period of 6 months, in accordance with General Data Protection Regulations (GDPR).

A conditional offer of appointment subject to pre-employment checks, including references, church approval (if required), PVG and occupational health assessment (if relevant) will be issued, in writing, to the successful candidate by the Recruitment Team.

Once satisfactory pre-employment checks have been received and checked for the preferred candidate, a formal offer should be made with confirmation of the agreed start date. Appropriate induction arrangements should also be made.

Where the interview panel deems that there is no suitable candidate for appointment after interview, it may be recommended to the Head of Service that the post is re-advertised.

As part of the decision making process, the panel may also consider if there is a second appointable candidate, should the preferred candidate not accept the offer or pre-employment checks are unsatisfactory. Alternatively it may be the panel recommend, in such circumstances, that the post be re-advertised.

TRAINING

Anyone involved in the recruitment and selection process will require to undertake relevant training and guidance prior to their involvement. Training will be proportionate, relevant and up-to-date.

Failure to adhere to the Council's recruitment and selection policy, this local agreement, guidance and relevant legislation could result in further training, removal from participation in Council's recruitment and selection processes and/or lead to disciplinary action.

REVIEW

Changes to this Agreement will be in consultation with JNCT.

