

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

**PROCESS FOR APPOINTMENT OF TEACHERS TO POSTS IN DENOMINATIONAL SCHOOLS**

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 14 June 2022.

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:



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



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## Process for Appointments of Teachers to Posts in Denominational Schools

### Introduction

The process for Appointments of Teachers to Posts in Denominational School is detailed below has been formulated with regard to the following principles:

- Any recruitment procedure should be based on fair selection methods and therefore the Council's agreed procedures for recruitment and selection of teaching posts will be followed.
- It will be made clear at each stage in the process, from initial advertisement onwards, that the successful applicant will require to obtain the approval of the appropriate Church. This allows all applicants to be clear about the requirement to be able to seek such approval at an early stage, which is encouraged.
- Appointment to all fixed term and permanent teaching posts in denominational schools will require the approval of the appropriate Church.
- The Council is responsible for the selection of a suitable candidate for appointment to the post.
- The successful candidate will be given a conditional offer subject to pre-employment checks, including Church approval as to their 'religious belief and character'. No formal offer will be issued until all pre-employment checks, including Church approval, are received, and deemed to be satisfactory.
- If a preferred candidate is unable to obtain Church approval, the job offer will be withdrawn. If another candidate was deemed appointable, they may be given a conditional offer, subject to the same conditions.
- Probationer teachers placed in Perth & Kinross denominational schools are required to obtain Church approval and advised to start the approval process found on the SCES website as soon as practical. Probationers are asked to supply a copy of their RC approval certificate as soon as they receive it.
- Supply workers in teaching posts exceeding 12 weeks or who are converted to fixed term are required to obtain church approval. If length of engagement is known from the outset this will be undertaken at the beginning of the appointment. If not known, this will be undertaken when they reach 12 weeks. Supply teachers will be made aware of this requirement.
- The matter of approval is for the Church to determine and is not a matter for the Council. Any candidate who wishes to question the decision on approval will need to pursue this with the Church.

- PKC will not hold records of who has approval as this is an individual responsibility and is in accordance with GDPR.
- For employees changing from fixed term to permanent, church approval is required. If approval is not obtained, it may be possible to make an employee permanent to the local authority and they are moved as part of the staffing exercise. This should be discussed with the ECS HR Services Team.

## Procedure

### Job Profile

The job profile **will not** make any reference to the need for approval from the particular Church. This is an Education & Children Services document and should contain only those criteria specifically required for the particular teaching post.

### Advert

The advert for any teaching post in a denominational School will make it clear that the successful applicant will be required to obtain the approval of the Church. The candidates will be directed to the appropriate website ([www.sces.uk.com](http://www.sces.uk.com)) to gain further information and the necessary paperwork. The approval process including the requisite forms is set out on the website of the [SCES](#). A link will also be provided to further information on the Council's website and [Myjobscotland](#).

### Shortlisting

The standard procedures for the Shortlisting of teaching posts, including Headteachers and Deputies, will be followed without reference to the question of approval.

Those candidates not shortlisted, on the basis of the criteria on the job profile, will be informed in the usual way.

### Invite to Interview

The letter sent to shortlisted candidates will be the standard letter with the following paragraph inserted:

Please note that any appointment to this post will be subject to the following:

- Medical Clearance
- Enhanced Disclosure Check
- Demonstration of the Approval of the relevant Church in accordance with Section 21(2)(a) of the Education (Scotland) Act 1980

The purpose of this is to ensure that applicants are clear that if successful at interview their appointment will be subject to approval by the Church.

## **Interviews**

The standard procedures and formats for the interviews of teaching staff, including Headteachers and Deputies, will be followed. There will be no reference to the question of approval.

At the end of the interviews, in line with usual procedures, the panel will determine the most suitable candidate based on the criteria within the job profile.

## **Offer of Appointment**

The letter to offer appointment to the successful applicant will be the standard letter with the following paragraph inserted:

Please note that this offer of appointment to this post is subject to the following:

- Pre-employment Questionnaire, where required
- Suitable References
- Enhanced Disclosure Check
- Demonstration of the Approval of the relevant Church in accordance with Section 21(2)(a) of the Education (Scotland) Act 1980

## **Appointment Process**

The Recruitment Team will monitor the receipt of the necessary checks and approvals.

## **Approval of Successful Candidate**

**Approval Demonstrated** – once the demonstration of approval is received from the candidate this will be placed on file and once all the checks and clearances have been received the appointment of the candidate will be confirmed in the usual way.

**Approval Not Demonstrated** - If the candidate cannot demonstrate Church approval the job offer will be withdrawn. The Service will write to confirm the withdrawal of the offer as approval could not be demonstrated. The service will not enter into correspondence with the unsuccessful candidate about the approval; it will be for the individual to take this matter up with the Church direct.

**Alternative Candidate** - If another candidate has been identified as suitable for appointment that person will be offered the post, also subject to the same conditions outlined above.

## **Headteacher and Depute Headteachers Appointments**

In accordance with the Council's Headteacher and Depute Headteacher Appointment Procedure, the appropriate church representative will form part of the panel for permanent Headteacher and Depute Headteacher appointments.

### **Review**

This procedure will be reviewed as necessary in line with any future changes to employment law.