

Education and Learning
Policy

Recruitment and Appointment to Teaching Posts in Dumfries & Galloway

2023

1. Introduction

- 1.1 This Agreement sets out the procedure to be followed when recruiting to Teaching Posts in Primary, Secondary, 2-18 All Through, Partnership and Special Schools within Dumfries and Galloway Council, ensuring a fair, consistent and transparent approach is used
- 1.2 The Council's corporate Recruitment & Selection Policy and Procedures, which are based on the principles contained in the COSLA Code on Recruitment and Selection, should be referred to in conjunction with this local agreement. All appointments must be made on the basis of merit.
- 1.3 Members of staff who are involved in the recruitment and selection process and have any kind of relationship which might affect their ability to be impartial, that relationship must be declared to their line manager. The line manager will decide whether they can participate in the recruitment and selection process.
- 1.4 Members of staff must not lobby a Councillor or another colleague either directly or indirectly to secure their own appointment or promotion, or the appointment or promotion of another person. Staff who have been lobbied by an applicant, another colleague, a Councillor or any other person, must report the matter to their line manager.
- 1.5 All Recruiting Managers will require to be trained in order that the policy objectives are met. No member of staff will be able to participate in a recruitment panel without having first undertaken the appropriate training. Training is available through the FLO online modules.

2. Legislative Requirements

2.1 Equalities Act 2010

All applicants will be afforded equality of opportunity and will be treated no less favourably than any other person in relation to any protected characteristics contained within equalities legislation.

The procedures set out in this Agreement comply with the requirements of the Act.

2.2 General Data Protection Regulation 2016 (GDPR)

All data collected and retained for the purposes of recruitment and selection will be held under the requirements of the GDPR Regulations.

3. Special procedures when a redeployment situation exists for teacher posts

- 3.1 Any member of staff currently undergoing competence or disciplinary investigation will not be considered for redeployment to a vacant post.

4. Advertising Posts

- 4.1 Advertisements will be placed as soon as is practicable when the post is identified as a vacancy. The post will be advertised through the national recruitment portal

(myjobscotland.gov.uk). The closing date for the post will normally be 2 weeks after the date on which the post is published however circumstances may lead to this time frame being increased. All posts will be recruited based on the needs of the service.

- 4.2 **Teacher vacancies** will normally be advertised by the Headteacher or the School Support Manager on behalf of the Headteacher.

5. Vacancies

- 5.1 In order to cover immediate vacancies, supply teaching staff may be employed on a Letter of Engagement, or a temporary Supply contract for up to a maximum of 6 weeks, whilst the recruitment process is undertaken.

If this recruitment process proves unsuccessful, a further Letter of Engagement or temporary Supply contract for another 6 weeks may be issued. A further recruitment process should be undertaken until the post is filled on a temporary or permanent basis.

- 5.2 Those who are interested in teaching posts in Roman Catholic schools should seek the approval of the Roman Catholic Church.

6. Leeting Process

- 6.1 Information for leeting will be drawn from the candidate's Application Form. Consideration should be given to:

- Qualifications/ GTCS registration
- Previous experience
- Continuous professional learning
- Communication/Interpersonal skills
- Implementing change
- Evidence of Church approval (denominational schools)

- 6.2 The initial leet will be undertaken by the Selection Panel as outlined below. Any applicant who has been displaced from a post of equivalent position through the closure or amalgamation of a school in Dumfries and Galloway who has applied for the post will be included in the leet.

Selection Panel

Post	Membership of Selection Panel
Teacher	<ul style="list-style-type: none"> • Chair – Headteacher or delegated representative (DHT or PT) • Depute Headteacher or Principal Teacher or delegated representative (DHT or PT)

7. Job Description and Person Specification

Generic Teacher Job Descriptions and Person Specifications will be used and are available on Glow.

8. Recruitment Procedures

This includes the formation of the recruitment panel, selection process and appointment process, which are contained in the Appendix to this Policy. The Recruiting Manager has the authority to decide to re-advertise the post if insufficient numbers or quality of candidates are received.

9. Changes to the Agreement

Changes to this Agreement will be through negotiation with the LNCT.

Rodger Hill
Schools' Manager - People

Approved by LNCT on 24 January 2023