

Procedures for the Recruitment and Appointment of Teachers to Posts in Dumfries and Galloway

1. Introduction

- 1.1 This procedure outlines the process to be followed for recruiting to Teaching Posts in Dumfries and Galloway.
- 1.2 The schools will be responsible for initiating and progressing the recruitment process for primary and secondary teaching post vacancies.
- 1.3 The Supporting Learners' Team will be responsible for progressing the recruitment process for centrally managed additional support for learning teaching post vacancies.
- 1.4 Parties involved in any part of the recruitment and appointment process must ensure that confidentiality is maintained at all stages.

2. Recruitment for Teacher posts

- 2.1 All candidates will be required to complete a standard application form available on MyJobScotland.gov.uk. Questions on the application form will be based on the General Teaching Council for Scotland's Standard for Full Registration.
- 2.2 Letting for teaching posts will be undertaken by the Selection Panel, as per section 3.2 and following the process detailed in the Policy at Section 6. Unsuccessful candidates at this stage will be informed through Talentlink. This is the responsibility of the Selection Panel Chair.
- 2.3 The candidate may be asked to interact with a small group of children or young people and staff, in a non-formal setting. This will support the candidate in understanding the context of the school.
- 2.4 All teaching posts require an interview to be undertaken as part of the recruitment and selection process. This will take the form of questions and answers pertaining to the post in question. The Chair of the Selection Panel is responsible for preparing appropriate interview questions.
- 2.5 All candidates will be asked the same interview questions although supplementary questions may be asked to individual candidates.

3. Selection Panel Memberships

- 3.1 The membership for the appointment panel is outlined in the table below. Consideration should be given to ensuring a gender balance.
- 3.2 Members of the Selection Panel must declare in advance any relationship or close friendship with any of the candidates to which an outsider could suggest any bias which may be a factor in any professional judgement made during the selection process. The Schools' Manager - People will then assess whether a substitution should be made.

Post	Membership of Panel (all with voting rights)
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)

- 3.3 Advice and support is available to any member of the Selection Panel to assist them with an understanding of their functions in relation to the appointments process.
- 3.4 In advance of the interview the Panel will be provided with the following documents:
- Job Description and Person Specification
 - Application Form for each candidate
 - Candidate References
 - Interview Schedule and arrangements, including assessment exercises being used.

4. Appointment

- 4.1 At the end of the selection process the Selection Panel will complete appropriate documents and agree the preferred candidate. The Panel Chair will have the casting vote where the Panel is unable to reach a consensus.
- 4.2 In the event that no candidate is deemed suitable for the post then the Panel Chair will make the decision as to whether the post will be re-advertised or an alternative arrangement put in place.
- 4.3 The Panel Chair is responsible for ensuring that all recruitment documentation is completed in line with the Council's Recruitment and Selection policy. The Schools' Resources Team will ensure the portal is updated and all documentation is passed to Pay & Employment Services. The school should ensure that the Schools' Resources Team is notified of the outcome.
- 4.4 All unsuccessful leeted candidates will be given the opportunity to discuss their performance at interview with the Headteacher/ Chair of the Selection Panel.

- 4.5 Once satisfactory pre-employment checks have been received for the preferred candidate Pay & Employment Services will arrange for a formal offer to be sent, this offer will confirm the agreed start date. The school will ensure appropriate induction arrangements are in place.

Rodger Hill
Schools' Manager - People

Approved by LNCT on 24 January 2023