



THE MORAY COUNCIL EDUCATION AND SOCIAL CARE

PROCEDURES FOR THE APPOINTMENT OF MAINGRADE TEACHERS AND PRINCIPAL TEACHERS IN MORAY SCHOOLS

February 2014

Introduction

These guidelines serve to support senior managers in schools when appointing teaching staff in our schools and they should be used in the appointment of main grade teachers and principal teachers. They should also provide candidates with information on what they should expect if invited to interview in one of our schools.

For teachers applying for a position in a Denominational School all aspects of the following procedures apply. In addition, candidates should also refer to **Appendix 1** for additional relevant information and guidance where actions required are outlined.

These procedures have been agreed by the Local Negotiating Committee for Teachers (LNCT).

Prior to interview

- All teaching vacancies close on Fridays with paper applications scanned on to the portal by 2pm on the following Monday. Leeting should take place within seven days thereafter but not before.
- At least two people should be involved in the leeting process and the person specification/criteria must be used in selecting candidates for interview.
- Those involved in leeting should check General Teaching Council for Scotland (GTCS) registration and whether the applicant is claiming the right to be interviewed under the Guaranteed Interview Scheme. If it states full registration in appropriate sector, if successful they can be appointed to a permanent post. If it states provisional registration in relevant sector [primary/secondary] they can only be appointed to a long term temporary post or maternity leave or supply. Current Newly Qualified Teachers (NQTs) can be appointed to a permanent post subject to full registration with the GTCS.
- Schools are under no obligation to provide feedback to unsuccessful applicants. If this is the case it should be made clear from the outset.
- Successful candidates at the leeting process must be given at least one week's notification of interview. This can be done via telephone if necessary. Good practice would suggest that interview dates are set in advance and are included in the myjobscotland advert.
- If candidates request information about the school they should be guided to the Council website which will contain links to the Standards and Quality Report, Strategic School Improvement Plan and Handbook.

Interview

- Where practical, every effort should be made to give candidates a tour of the school on the day of the interview.
- The interview panel must consist of either two or three people, usually the Head Teacher, Depute Head Teacher and Principal Teacher for secondary teaching posts. For primary teaching posts it may also be as above, but is more likely in many of our schools to be the Head Teacher and a peer Head Teacher. For Principal Teacher posts, the same criteria apply, although in secondary there will be a peer Principal Teacher from another school present to assist the Head Teacher and Depute Head

Teacher. Where there is a panel of two, the Head Teacher will have the casting vote. The panel should also choose their second preferred candidate.

- Interviews should last for no more than 30 minutes, however, for Principal Teacher appointments this will be longer, in the region of 40-50 minutes.
- The interview format should be explained to each candidate so everyone is aware of the process.
- There should be from four to six questions agreed by the panel. If schools allow candidates to see questions in advance, this must be made clear in communications to the candidate. These questions may be competency questions, scenarios and hypothetical questions. For Principal Teacher posts, it is acceptable to ask candidates to prepare a presentation in advance. Where this is the case, candidates should have access to PowerPoint facilities. After the presentation candidates can be asked questions relevant to the presentation for the purposes of clarification etc and thereafter there should be no more than three set questions.
- Under no circumstances should candidates be asked to teach part of a lesson. In Scotland we are unique in having a fully independent General Teaching Council and a Standard for Full Registration. All teachers will have undergone a thorough Professional Review and Development Process allowing them to gain/maintain the appropriate Standard required. Asking candidates to teach a lesson is not a fair process and is open to challenge, because the conditions of the lesson cannot be replicated for each candidate.
- In addition to the set questions, the panel may ask questions to candidates to supplement or to clarify the answers they have provided.
- Some candidates may bring notes, portfolios into the interview room with them and it is acceptable if they choose to refer to these.

Alternative Interview Arrangements

- In most circumstances interviews should be face-to-face.
- Candidates travelling to interview from outwith the UK can only have reasonable expenses reimbursed from a mainland UK airport in accordance with the Council's Travel and Subsistence Policy.
- Where candidates cannot travel to the school for an interview, it is acceptable to set up and interview via Video Conferencing or any such equivalent resource. A pre-interview telephone conversation will be required in order to set this up. When an interview takes place in this manner, it is imperative that someone else is present with the candidate at the start of the interview to confirm his/her identity and to confirm that he/she will be alone for the duration of the interview. Candidates should have faxed all relevant documentation to the school in advance and this should have been discussed during the pre-interview telephone conversation.
- In accordance with Equalities legislation, all reasonable efforts should be made to meet the requirements of each individual candidate.

- If a candidate asks for an alternative interview time this can be facilitated provided that the candidate provides sufficient notice of this requirement. This can be easily achieved by swapping candidate interview times.
- If a candidate states that he/she wishes an alternative interview date this can only be granted in exceptional, mitigating circumstances at the Head Teacher's discretion. If unsure, Head Teachers can obtain further advice from Human Resources or from the Business Support Team Manager.

Questions and Presentations

- Questions and presentations should be clearly linked to the person specification and interviewers should be looking for evidence that the candidate meets the agreed criteria from the person specification.
- It is perfectly acceptable to ask follow-up questions (How? Why? What? etc) in order to elicit further information from candidates.
- Each question should provide candidates with the opportunity to demonstrate a different range of evidence against the agreed criteria. The structure of questions needs to be carefully developed to avoid duplication.

Recording/Scoring

- All candidates should be scored and considered against the person specification and not against each other. Consideration of final scores will allow candidates to be ranked based on interview performance.
- The authority pro forma which is based on the person specification and the questions being asked must be used for each candidate. Interviewers should make notes next to each question throughout the course of the interview and should tick off the criteria as they are covered by the candidate. This will be used as evidence to undertake the assessment and provide feedback to candidates.
- At the end of all interviews, the panel will score each candidate against each agreed criterion with either 2, 1 or 0.
 - 2 would demonstrate a full answer with evidence given that a candidate has fully met that criterion.
 - 1 would demonstrate a sufficient range of evidence
 - 0 would demonstrate that a candidate demonstrated insufficient evidence of meeting that criterion.
- At the end of all interviews, a professional dialogue should take place, chaired by the Head Teacher when all the interview notes are discussed and an assessment/score of each candidate agreed. This will allow the panel to select their preferred and second-place candidate based on the evidence collated throughout the interview and scores achieved. Following professional discussions, a decision will be made based on the agreed assessment and score for each candidate. Where two candidates are equally assessed, the Head Teacher will have the overall final decision.

- All recording sheets should be taken in by the Head Teacher at the end of the interview process. These will be used for providing feedback.

References

- References should not be sought in advance of interviews
- Following an interview, the successful candidate should be telephoned and appointed “subject to satisfactory references being received”
- At this point the Head Teacher should contact the referees and ask for references to be sent in. Ideally, candidates would have two professional referees, although one professional and one “character reference” is acceptable
- Following the receipt of satisfactory references, the Head Teacher should confirm in writing (or via email) that the candidate has been successful. Once this offer of appointment is in writing it will allow the successful candidate to resign from his/her current post and the Head Teacher can negotiate a start date.
- If the references are not satisfactory, the Head Teacher must inform the candidate that she/he has not been successful and an offer of appointment can be made to the second most successful candidate. An offer of appointment to the second most successful candidate can only be made up to three months from the date of the initial interview.
- In the event that the second most successful candidate turns down the post, the post will be readvertised.
- Once the preferred candidate is selected ensure the offer of employment is subject to satisfactory
 1. GTCS registration
 2. References
 3. Proof of eligibility to work in the UK
 4. PVG/Disclosure Check
 5. Satisfactory Criminal Records Check
 6. A start date cannot be agreed until all conditions are met.

Feedback

- After interview, the Head Teacher will phone the successful candidate to offer an appointment subject to satisfactory references.
- All unsuccessful candidates will either receive email notification or a telephone call informing them that they were unsuccessful and inviting them to contact the Head Teacher for feedback, at a convenient time, should they so wish.
- Your preferred method of communication should be consistent for all candidates.
- It may be that all this will be done the following day and candidates should be informed of the exact procedure prior to the commencement of the interviews. The

purpose of giving interview feedback to candidates is to let them know why they were unsuccessful in obtaining a job. Candidates interviewed are entitled to constructive feedback which should focus on an individual's strengths and areas for development.

- A candidate may have met all the criteria in the Person Specification and was in fact a 'close runner up' and this can be used as part of the feedback. If this is the case then it is acceptable to tell a candidate that they met the essential criteria and would be considered if the same vacancy came up in the near future.

APPOINTMENTS OF TEACHERS IN DENOMINATIONAL SCHOOLS

Background

The relevant legislation on the management of denominational schools in Scotland states that: “A teacher appointed to any post on the staff of any such school by the education authority ... shall be required to be approved as regards religious belief and character by representatives of the church or denominational body in whose interest the school has been conducted.”

To enable Councils to fulfil their statutory responsibilities, the Catholic Church requires to be assured that the personal “religious belief and character” of a teacher is appropriate to the duties associated with the teaching post for which he/she has applied.

When seeking approval, a teacher must demonstrate how his/her personal “religious belief and character” enables him/her to undertake the duties of the particular teaching post within the context of a Catholic school, with its particular mission, values and ethos, as outlined in *A Charter for Catholic Schools in Scotland*.

All teachers who seek approval must provide a reference from a suitable person who can testify to the teacher’s personal “religious belief and character”. The reference for a Catholic teacher should be provided by the teacher’s parish priest who should be able to testify to the teacher’s personal “religious belief and character”.

Recommended steps for Councils and actions required by candidates

1. Maintain good communication channels with Diocesan officials who operate the Approval process for denominational schools in the Council area.
2. Implement the legal requirement that all teachers appointed to a denominational school require RC Church Approval [promoted, non-promoted, temporary, Probationers].
3. Council adverts of a vacancy in denominational school should refer to the need for the successful applicant to obtain RC Church approval (details at www.sces.uk.com/approval.html).
4. Applicants should be encouraged to seek Approval at the time of applying for a post. Diocesan officials will respond to all completed applications, indicating if Approval can or cannot be given.
5. Council officers should establish at the time of meeting and/or interviewing candidates if Approval has been sought for the specific post.
6. The interviewing panel for denominational candidates will include a peer Head Teacher from a denominational school.
7. Successful candidates should be offered posts, conditional on having obtained Church Approval.
8. Teachers seeking appointment as “supply cover” should seek approval from the Diocese for appointment on this basis for a school session. This will cover the Approval requirements throughout one school session. Where, in an emergency, a non-approved supply teacher has to be appointed, the Council should agree with the Diocese that this situation will be reviewed within a few weeks.
9. Probationer teachers appointed to a denominational school via the Teacher Induction Scheme should seek approval from the Diocese for appointment on this basis.

The Moray Council Interview Assessment Form

Candidate name:.....

Post applied for:

Assessor's name:

Date of assessment:

Notes to assessor:

All candidates should be scored against the criteria below. On completion of the interviews, candidates can then be ranked by score based on interview performance. Evidence of the criterion should be noted in the column and this will be used for scoring purposes and feedback to candidates.

The scoring assessment is as follows:

- 2 - demonstrated evidence that the candidate fully met the criterion being assessed
- 1 - demonstrated a sufficient range of evidence but not all criterion within that area
- 0 - demonstrated insufficient evidence of meeting the criterion

Each assessor will select their preferred candidate and second place candidate based on scores from the interview.

Following a professional dialogue/wash up session with regards to the selected candidates, the appointment will be made based on agreed score for each candidate. Where 2 candidates are scored equally the Chair Person will have the final decision.

QUESTION	COMPETENCIES BEING ASSESSED	EVIDENCE	SCORE

CANDIDATE ASSESSMENT FORM - OVERALL FINAL ASSESSMENT

THE MORAY COUNCIL

APPLICANT NAME:		JOB TITLE:		LOCATION:	
CHAIR:		INTERVIEW DATE:		POST GRADE:	
PANEL MEMBERS:					

SELECTION CRITERIA IN TERMS OF PERSON SPECIFICATION (PLEASE LIST)	Rating			EVIDENCE
	<i>0</i> <i>Insufficient evidence</i>	<i>1</i> <i>Sufficient range of criterion but not all</i>	<i>2</i> <i>Fully met criterion</i>	
Essential:				
Qualifications -As required by GTC				
Previous experience -				
Professional Development -				
Communication Skills				
Interpersonal skills				
Implementing change				
Curriculum				
Ethos				
Relationship with pupils				
Relationship with Parents and the community				
Whole school involvement				
Desirable:				
Totals and Comments:				

ASSESSMENT AREAS	<i>Insufficient Evidence</i>	<i>Sufficient range of criterion but not all demonstrated</i>	<i>Fully met criterion</i>	<i>Score</i>
Presentation (if applicable): - Content - Style/Skills				
Test/set questions (if applicable): - Responses - Overall Assessment				
Response to Interview Questions				
Total and Comments:	TOTAL SCORE:			
	COMMENTS:			

RECOMMENDATION: Unsuccessful / Successful **RANKED:** 1ST / 2ND Choice

Signed (Chair Person)				Date:	
Signed (Panel Members)				Date:	

EXPLANATORY NOTE When recording reasons for appointment/not appointment, please ensure that reference is made to the essential and desirable criteria in the Person Specification ****NB All essential criteria must be met before a candidate is invited to interview.**
The interview assessment forms should be completed by all panel members for each candidate. At the end of the interviews, the chairperson will compile an overall Candidate Assessment form for each candidate based on the overall comments and decision, which should be signed by each panel member. This form should be completed at the end of the interviews, and should be retained on file, by the recruiting service, for 6 months along with all other recruitment documentation.
***In the event of two or more candidates scoring equally, the Chairperson will have the casting vote.**