

LNCT

Aberdeenshire Local Negotiating Committee for Teachers



Date: September 2024

LNCT/24/10

ECS Recruitment Protocol 2024-2025

This agreement has been subject to review in 2024 by the LNCT Joint Secretaries and HR as part of a review of current Aberdeenshire LNCT Agreements.

LNCT Joint Secretaries

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ECS & HR RECRUITMENT PROTOCOL 2024-25

Please find below agreed guidance on recruitment for the period August 2024 to August 2025.

(1) Applications without GTCS Registration - Authorisation

In advance of a school identifying a preferred candidate who has not yet been 'awarded GTCS Registration' or 'not yet registered with the GTCS' authorisation must be obtained (by email) from the Head of Education. The HR Transactional Team will not commence any recruitment checks until this has been obtained.

ACTION: Please seek authorisation from the Head of Education

If authorisation is received, the preferred candidate details can be passed over to the HR Transactional Team. The HR Transactional Team will then issue a holding email to advise the candidate that the relevant checks will take place once confirmation of GTCS registration has been received.

(2) Applicants without Full GTCS Registration – Fixed Term Contract Details

For candidates who have been appointed to permanent posts without full GTCS registration they will be placed on a fixed term contract. The period of the fixed term appointment will be, the number of days required to gain full GTCS registration, as per details on the register, plus one full school term (last day of the following term).

Schools will be required to monitor the contract timescale through review of the regular fixed term contract notifications.

ACTION: Head Teachers need to ensure that the fixed term contract timeframe will encapsulate the period the Teacher needs to obtain Full Registration.

Contractual Clause

*You will be employed on a temporary basis for the period until you obtain full GTCS registration. Your appointment will not exceed **date month year (xx the number of days required to gain full GTCS registration, plus one full school term)**, subject to the notice provisions contained in this Contract. On obtaining full GTCS registration your permanent appointment will be confirmed.*

(3) Recruitment in Term 4

For vacancies that will commence in Term 4, Schools need to be aware of the timescales in the full end to end recruitment process. Because of this it may be more productive to seek a Supply Teacher to fulfil the vacancy. The impact could be as follows:

(a) The turnaround time in fulfilling the vacancy may not be achievable and at best they may only be in post for a very short period of time.

(b) If the vacant position is required to carry forward into the new academic year, if the preferred candidate is an external one, they will not have the accrued leave to cover their salary over the summer holiday time. Suggested methodology is to secure Supply for Term 4 and appoint start date as 1st day of new term.

As most fixed term appointments for into new school session will possibly be used for a probationer placement, and only after probationer/excess/ temp to perm have been confirmed will then the Resource Officer will give the ok for vacancies to be advertised either permanent or fixed term continuing into the next school session

ACTION: If a vacancy is known in advance [Maternity Leave for example] please ensure that any appointment to commence in Term 4 you ensure the candidate [if external of Aberdeenshire Council is aware of the accrued leave shortfall].

(4) Notice Period Requirements

As per SNCT Part 2 Section 9 [9.23 & 9.27] the notice period if either moving internally or in leaving Aberdeenshire Council as extracted from SNCT is as follows:

9.23 The minimum period of notice to terminate employment to be given by a teacher on the main grade scale, a teacher on the Chartered Teacher spine, Music Instructor or an Education Support Officer, Quality Improvement Officer or Education Psychologist shall be 4 working weeks and by all other teachers, quality improvement managers, principal and depute educational psychologists 8 weeks, which include 4 working weeks.

9.27 A working week comprises any week in which a school/establishment is open on any day for pupils and/or any employee covered by the terms of the SNCT Handbook, regardless of the number of hours that the school/establishment is open or that employees work in said week.

The above needs to be factored into the recruitment timeline and requirements in filling the post.

ACTION: Please ensure that you do have Teachers working their notice period in line with SNCT.

(5) Recruitment Internally and/or Externally

Due to both the pressures of being able to recruit and secure Secondary Teachers and the wider pool of available Primary Teachers, teaching positions as a default should be advertised externally to ensure we allow the Service to select from a larger pool of candidates. This will include both permanent and fixed term vacancies. There will be times due to service requirements that an internal recruitment process would apply. This would include by not exclusively:

- If we have a pool of excess teachers needing redeployed
- Temporary vacancies that are short term required.
- Back-filling Acting-up arrangements.

Secondary School Incumbent Probationers, due to time constraints at the end of Term 4 and with shortfall in availability it may be necessary for quick turnaround in securing them

into posts. On that basis the Head Teacher can seek via the Resource Officer and Head of Education the authority to recruit these teachers via internal short turnaround basis.

(6) Supply Teachers – Fixed Term Contracts

Supply Teachers interested in a fixed term position must follow normal recruitment procedures, the vacant post requires to be advertised.

(7) Current Probationers Transferring to Supply

A Probationer employed by Aberdeenshire Council for their Probationer Year in reaching and obtaining full GTCS registration is suffice for them to be transferred to the supply register. They will not be required to undergo a recruitment process but will be required to provide the ECS Supply Team with confirmation of their full registration.

ACTION: Probationer is to provide ECS Supply Team evidence that they have achieved full registration.

(8) Professional Agreement

Remind/introduce a recruitment schedule timeline which highlights the 'agreement' across all councils regarding when it is appropriate to advertise/recruit teaching staff with an August start date. ECS will issue to all schools a yearly recruitment timeline.

This document to be reviewed and agreed annually.

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24 September 2024