

Education Services

Policy

Recruitment and Appointment of Teachers to Promoted Teaching Posts in Dumfries & Galloway

2018

1. Introduction

- 1.1 This Agreement sets out the procedure to be followed when recruiting to Promoted 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. Promoted Posts include: Headteacher; Depute Headteacher; and Principal Teacher.
- 1.2 This Policy should be read in conjunction with the Policy for Redeployment of Extra-Numerary Teaching Staff at all levels.
- 1.2 The Council's corporate Recruitment & Selection Policy, 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.
- 1.3 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.

2. Legislative Requirements

2.1 Scottish Schools (Parental Involvement) Act 2006

The Scottish Schools (Parental Involvement) Act 2006 makes provision for Parent Councils to be involved in all stages of the appointments procedures for Depute Headteacher and Headteacher posts. The Parent Council is required to inform the Authority of its decision with regard to its desired level of involvement. In order to inform this decision, an outline of the Authority appointment strategy is given below.

There is no parental involvement in appointments to Principal Teacher posts.

The procedures set out in this Agreement comply with the requirements of the Act and guidance issued by the Scottish Government on the appointment process for promoted posts.

2.2 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.

3. Advertising Posts

- 3.1 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. If posts are of a temporary nature (i.e. acting, secondment or attachment) the reference should be made to Section 4. of this policy. All posts will be recruited based on the needs of the service.
- 3.2 **Principal Teacher vacancies** will normally be advertised by the Depute Headteacher, Headteacher or other Line Manager.
- 3.3 **Depute Headteacher vacancies** will normally be advertised by the Headteacher.
- 3.4 **Headteacher vacancies** will normally be advertised by an appropriate local authority representative.

4. Temporary/ Acting Vacancies Only

- 4.1 **Normally, for temporary/ acting posts which are likely, from the outset, to be less than 12 weeks duration should follow the following steps:**

Principal Teacher & Depute Headteacher: In the first instance the vacancy would normally be advertised internally (school) with requests for expressions of interest, followed by interviews as necessary. If this recruitment process proves unsuccessful, consideration may then be given to advertise the post internally (authority) with requests for expressions of interest, followed by interviews.

Headteacher: In the first instance consideration may be given to advertise the vacancy internally (school) through expressions of interest. (For Partnership schools reference should also be made to the following policy: Temporary Responsibility in Partnership Schools 2018.) If this recruitment process proves unsuitable or unsuccessful, the following process would normally be followed:

- An email will be sent to members of the Acting Headteacher Pool inviting expressions of interest. Should there be more than one expression of interest, a decision will be made as to the most appropriate candidate, based on the needs of the service.

If this recruitment process proves unsuccessful, the post will be filled by Education Services requesting a member of staff from another school to act as Headteacher for the period of the vacancy.

- 4.2 **Normally for temporary/ acting posts which are likely, from the outset, to be more than 12 weeks duration should follow the following steps:**

Principal Teacher & Depute Headteacher: Normally the vacancy would be advertised internally (authority) with requests for expressions of interest, followed by interviews. The Interview process will be that of the Principal Teacher and Depute Headteacher Selection Panel.

Headteacher: In the first instance consideration may be given to advertise the vacancy internally (school) through expressions of interest. If this recruitment process proves unsuitable or unsuccessful, the following process would normally be followed:

- An email will be sent to members of the Acting Headteacher Pool or Extending Experience Pool inviting expressions of interest. Should there be more than one expression of interest the selection process for First Interview for Headteacher appointment should be used to decide on the most suitable candidate.

If this recruitment process proves unsuccessful, the post will normally be advertised internally (authority) with requests for expressions of interest, followed by interviews, as appropriate. Education Services may request a member of staff from another school to act as Headteacher for the period of the vacancy.

4.3 Normally for temporary/ acting posts which are likely, from the outset, to be more than 6 months duration should follow the following steps:

Principal Teacher, Depute Headteacher and Headteacher: Normally the vacancy would be advertised via www.myjobscotland.gov.uk followed by interviews. The Interview process will be that of the Principal Teacher, Depute Headteacher (Final) and Headteacher (Final) Selection Panel.

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

5. Leeting Process

- 5.1 Information for leeting will be drawn from the candidate's Application Form, or in the case of short term acting/ temporary posts, expression of interest and, in the case of Headteachers, references. The Person Specification Form must be completed to consider candidates against the selection criteria for the post. This includes:

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

- 5.2 The initial leet will be undertaken by the Leeting 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.

Leeting Panel

Post	Membership of Leeting Panel
Principal Teacher	<ul style="list-style-type: none"> • Chair – Headteacher • Depute Headteacher or Peer Principal Teacher
Depute Headteacher	<ul style="list-style-type: none"> • Chair– Headteacher • Depute Headteacher or Peer Headteacher
Headteacher	<ul style="list-style-type: none"> • Chair– Education Service Manager • Education Officer

5.3 For Headteacher posts the leet may be discussed with the Head of Service for final agreement. The arrangements for the selection process including interview date and assessment exercises will also be set at this time.

6. Job Description and Person Specification

Generic Job Descriptions and Person Specifications will be used and will be available on Glow. For Principal Teachers, these can be adapted according to the remit. All new posts must be job-sized using the Scottish Negotiating Committee for Teachers (SNCT) toolkit and subsequent approval from the Local Negotiating Committee for Teachers (LNCT).

7. Recruitment Procedures

This includes the formation of the recruitment panel, selection process and appointment process. The recruiting manager has the authority to decide to re-advertise the post if insufficient numbers or quality of candidates are received.

8. Changes to the Agreement

Changes to this Agreement will be through consultation with the LNCT and the agreement of the Children, Young People and Lifelong Learning (CYPLL) Committee.

John Thin, Acting Head of Education

Approved by LNCT on 09 October 2018

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25 November 2018

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