

Inverclyde Council

Education Services



LNCT 05 – Appointment of Teachers on Permanent Contracts

2025

Introduction

This agreement gives general information and guidance about the filling of unpromoted and promoted posts in Early Years, Primary, Secondary and Additional Support Needs establishments and covers full and part-time permanent posts.

Teachers who wish to reduce their hours can do so permanently to a post, advertised through normal recruitment procedures, with fewer than their substantive hours, or through the Council's Flexible Working policy which can be done on a temporary basis for a short term trial period before a decision is made to reduce permanently or for the teacher to return to their substantive hours.

Inverclyde Council is an equal opportunities authority. The aim of the Council's policy is to ensure that no job applicant or employee receives less favourable treatment on any grounds including sex, gender reassignment, sexual orientation, marital or civil partnership status, race (nationality, ethnic or national origins), religion or belief, disability, age, pregnancy or maternity leave, trade union membership, caring responsibilities, background or social status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. The Council is committed to equality throughout all its functions and policies and is aware of its legal obligations in respect to the Equality Act (2010). Accordingly, this policy has undergone a full 'equality impact assessment'.

In some circumstances, where there is a genuine occupational requirement, the Council may target a sector in terms of age, gender, or race for a particular post. Such instances are rare and will only occur after careful consideration of the specific needs of the vacancy being filled and in accordance with equality legislation.

This policy should be read in conjunction with Inverclyde Council's Equality and Diversity policy and its Recruitment, Selection, Redeployment and Relocations policy.

Appointment to Permanent Contract through the Staffing Exercise

The annual Staffing Exercise takes place from January to June each year (see Staffing Procedure).

Teachers who have two years' continuous service with Inverclyde Council post qualification have the right to a permanent contract and will be allocated based on the date of their banked service **if a post is available** if there is no differentiation on dates a restricted recruitment process would take place (see LNCT 04-2025)

Primary teachers will normally be allocated to the Permanent Primary Supply Pool before a school allocation, and the protocol for that is attached as Appendix A.

Permanent part-time staff who wish to increase their hours by 0.1FTE should make a request, in writing, to their Headteacher and these will be considered in line with the Staffing Procedure.

Outside of the staffing exercise, appointment to permanent contracts, and pointage increases of 0.2FTE and above will be made through normal recruitment procedures.

Appointment to Permanent Contract through Normal Recruitment Procedures

The main stages of the appointment process are:

- The provision of information about the posts (advertisement, school profile, person specification and job description)
- Applying for a post
- Establishment of selection criteria based on the Person Specification
- Short listing
- Pre-interview stage
- The interview
- Post interview stage.

These stages are considered in some detail in the following sections. For Head Teacher posts, all the selection arrangements will be undertaken by a member of the directorate i.e. led by the Head of Education. For other posts the arrangements will be made by the Head Teacher. Advice will be available to Head Teachers from the Head of Education or Education Officer (EO).

Provision of Information about a Post

All permanent posts are normally advertised nationally. The advertisement will contain basic information about the post and the school. It will indicate where applicants can obtain further information, the process to be followed by the applicants, the salary for the post (Promoted posts will be job sized where appropriate in line with the LNCT 14) and the closing dates for any application.

The exception to this would be where the education authority decides, following consultation with the relevant parent council and teacher trade unions, that a post of Depute or Headteacher be filled by redeploying an existing Depute or Headteacher employed elsewhere in the authority.

A job description, school profile, person specification and selection criteria will be prepared for each post. All the relevant information must be readily available to the applicants. In the case of Head teacher posts a Recruitment pack will be created which will contain all of this information.

The job description will have regard to local and national agreements and will indicate clearly the main duties of the post, reporting arrangements, areas of responsibility and any other relevant factors.

The person specification will list essential and desirable requirements in terms of qualification, experience and personal qualities and skills.

Applicants will be informed of the date of interview in accordance with the Council's Recruitment & Selection Policy.

When preparing job or person specifications for Depute or Headteacher posts, the authority must consult with, and have regard to, the views of the parent council of the school to which an appointment is to be made.

Appointment to RC denominational schools

"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".

*[Education (Scotland) Act 1918; Education (Scotland) Act 1980 Section 21(2); Self
Governing Schools etc. (Scotland) Act 1989 Sch.10]*

To enable Inverclyde Council to fulfil its statutory responsibilities, appointments to teaching posts in Roman Catholic schools will only be made where candidates have secured the approval of the Roman Catholic Church as to their "religious belief and character".

The process of seeking and securing approval is determined solely by the Roman Catholic Church.

The approval process including the requisite forms is set out on the website of the Scottish Catholic Education Service (SCES) at Church Approval | Scottish Catholic Education Service | SCES

For posts the follow criteria will apply:

- All job specifications for posts with denominational schools will continue to have the need for approval within the essential criteria
- All secondary RE teaching posts will have the need to Catholic Teacher's Certificate in Religious Education (CTC) as essential

- All job specifications for posts with denominational schools will have the need for the Catholic Teacher's Certificate in Religious Education (CTC) within the desirable criteria

Applying for a Permanent Post

Applications for posts must be made using the appropriate process set out by the authority.

Applications for permanent posts can be made by any teacher who is, or is eligible to be, fully registered with the General Teaching Council for Scotland (GTCS).

The authority will fulfil its statutory obligations in relation to the filling of posts in denominational schools.

Inverclyde Council operates a job-sharing scheme for teaching staff.

Establishment of Selection Criteria

The selection criteria will reflect the job description and the person specification. The criteria will conform to a general pattern established by the authority but may vary in detail according to the post. However, they will include:

- Appropriate qualifications
- Appropriate registration with GTCS
- Previous experience
- Record of Professional Learning and Professional Update
- Evidence of ability to work with and lead other people.
- Evidence of management skills
- Evidence of effective communication skills
- Evidence of ability to implement change if required.
- Evidence of good interpersonal skills.

Selection criteria will refer to, where appropriate, the need for evidence of approval by the Roman Catholic Church.

Personnel

Anyone involved in the recruitment process who has a personal relationship with a candidate, or who may be in a position to exercise favouritism, should remove themselves from the process. Where there is any doubt, they should take no part in the leeting and interview process.

Where practicable, anyone directly involved in the appointment process who is listed as a referee for any candidate must either decline from acting as a referee or take no further part in the interview process.

The authority has an established recruitment and selection training programme which is compulsory for all staff who are involved in the selection process. Elected members of the Council and Parent Council members are also required to undertake appropriate training.

Leeting

A short leet will be prepared. Full account will be taken of the job description, person specification and essential and desirable selection criteria for the post. Candidates who have indicated on their application that they have a disability, and who meet the essential criteria for the post, will be shortlisted for interview in line with the Disability Confident Initiative. Any reasonable adjustments should be made if required to allow applicants to participate in the recruitment process.

A record of the leeting process will be kept.

The table below identifies the *minimum* requirement for leeting a post. The chair of the leeting panel may choose to involve others in the process if required.

Post	Leeting Panel membership
Class Teacher	The Head Teacher of the school has oversight of the process and at least one other appropriately qualified person should be involved.
Principal Teacher	The Head Teacher of the school has oversight of the process and at least one other appropriately qualified person should be involved.

Depute Head	<p>The Head Teacher of the school has oversight of the process and a EO should also be involved.</p> <p>The nominated person from the Parent Council should be invited.</p>
Head Teacher	<p>A member of the Corporate Directorate has oversight of the process, usually the Head of Education. At least two appropriately qualified people from the education service/corporate directorate should be involved (this could include the Corporate Director of Education, Communities and Organisational Development).</p> <p>The nominated persons from the Parent Council should be invited.</p>

Pre-Interview Stage

All candidates on the short list should be given the opportunity to visit the school. These visits are for the benefit of the candidates and should not be regarded as part of the selection process. The format of the visit may vary according to the available post.

An Appointment Panel will be established.

Post	Appointment Panel membership
Class Teacher	<p>The Head Teacher of the school – or nominated representative - should chair the panel.</p> <p>The panel should be made up of the chair plus at least two other representatives.</p> <p>Panel interviews used during the annual staffing process operate a points-based system and so the panel will comprise an Authority representative and a Head Teacher</p>
Principal Teacher	<p>The Head Teacher of the school should chair the panel.</p> <p>The panel will usually include:</p> <ul style="list-style-type: none"> A teacher of equivalent rank who will have experience of carrying out the duties of a similar post. A member of the directorate or education manager/officer or Head Teacher

Depute Head	<p>The Head Teacher of the school should chair the panel.</p> <p>Two nominees of the Parent Council should be invited.</p> <p>The panel will usually include:</p> <ul style="list-style-type: none"> A teacher of equivalent rank who will have experience of carrying out the duties of a similar post. A member of the directorate or Education Manager/Officer or Head Teacher
Head Teacher	<p>The Convener for education or their deputies should chair the panel.</p> <p>Two nominees of the parent council (equivalent to one third of the appointment panel) should be invited.</p> <p>The panel will usually include:</p> <ul style="list-style-type: none"> ○ A Head Teacher from the appropriate sector from another school/authority ○ Two members of the directorate or one member of the directorate and an Education Officer. ○ For the appointment of Head teachers to a Catholic school, the Bishop will appoint his Church representative on the panel. This should be the Church Rep on the school's Parent Council. In the rare occurrence where there is no Church Rep on the Parent Council then further discussion will take place between the authority, the diocese and the Parent Council as to the make-up of the panel. If a Church rep who is not a member of the Parent Council is appointed to the panel, then the Parent Council reps will be reduced to one.

In respect of the Council's Equality and Diversity Policy, every effort should be made to have an appropriate panel composition in relation to the gender of the candidates to be interviewed. It is the Council's policy to make every effort to ensure that interview panels are balanced with at least one male and one female member where possible.

In appointment panels where recruitment is delegated to officers, it is the role of the Chairperson to ensure that appointments are run in accordance with the Recruitment, Selection, Redeployment and Relocation Procedure and all attempts are made to achieve a gender balance on interview panels.

No two members of the appointment committee, nominated by the authority, should be members of staff of the same school.

The parent council may nominate any representatives it wishes (up to the maximum number outlined in the Appointment Panel Membership table above.). Pupils of the school and members of staff of the school, other than the Head Teacher, may not be members of an appointment committee.

Members of an appointment committee must declare in advance to the Corporate Director of Education, Communities and Organisational Development, or their representative, any relationship or close friendship with any of the candidates which to an outsider could suggest bias which might be a factor in any judgement made during the selection process. The Corporate Director of Education, Communities and Organisational Development, or their representative, will assess what action is required.

The canvassing of Elected Members or employees of the Council, directly or indirectly, in connection with any appointment being made by the Council, shall disqualify the candidate. An Elected Member or employee of the Council shall not attempt to secure an appointment with the Council nor recommend any person for such appointment or promotion. However, this shall not prevent an Elected Member or employee giving a written reference of a candidate's ability, experience, or character where the Council requests such a reference. Accordingly, a candidate may list an Elected Member as a referee.

The Interview

A formal interview will continue to play a key role in determining which of the leeted candidates should be recommended for appointment. The time allowed for each candidate will depend on the post applied for.

In the case of **Head Teachers'** posts, the format of the interview will be agreed between the appropriate member of the education directorate and the parent council (if represented) at the meeting at which the leet is decided.

In the case of **Depute Head** posts, the format of the interview will be determined in advance by the Head Teacher and member of the education directorate involved in drawing up the leet.

In the traditional question and answer interview, the questions should be common to all candidates; variations in questions may be introduced in follow-up questions. All candidates should have the opportunity to put questions about the post to members of the appointment committee.

Variations to the traditional question and answer interview may be considered provided the appointment committee feels confident in using the techniques involved. The traditional question and answer format could be supplemented by:

- Devoting the first part of the interview to a presentation by the candidate on an educational topic of which they have been informed in advance. The initial questioning would relate to the presentation.
- Inviting candidates to prepare a brief paper on an educational issue. Such papers would require to be written under supervision within a prescribed timescale.
- Holding a group discussion involving candidates and the appointment committee.

This list is not exhaustive as there are a wide range of selection activities available dependent on the available post and any reasonable adjustments will be made at the request of the candidate.

The format should vary only when it is seen to be credible and fair, and candidates should be informed in advance of the format to be employed.

Whatever the format of the interview, a written record must be kept. Interview assessment sheets should be completed throughout by each member of the panel.

Post Interview Stage

At the end of the selection process, the chair of the panel will advise the preferred candidate that they are being recommended for the post subject to Safe Recruitment checks being completed, except in the unlikely circumstances where the candidate is ineligible or where the selection process has been conducted improperly.

Every effort must be made to ensure that preferred candidates, and non-preferred candidates, are notified of the outcome of their interview around the same time.

All candidates who are interviewed will have the opportunity, should they wish, to discuss their interview performance at a later date with one of the authority's representatives on the appointment committee.

The interview panel will offer feedback to all candidates. Such feedback is to assist the candidate in understanding his/her own performance and in planning for his/her future career. Candidates have the right to see their own application forms, and assessment sheets only. Where notes are taken as a memory aid by individual interview panel members, these are for that panel member's use only and will be destroyed immediately following the interviews.

In the event of a candidate wishing to question the appointment process, Inverclyde Council's Recruitment and Selection Complaints Policy will apply which can be found in Inverclyde Council's Recruitment, & Selection, Redeployment and Relocation Procedure.

Permanent Primary Supply Pool

- Permanent supply pool teachers will be allocated a base school. This is the school they should return to at the end of a period of supply cover in a school until a new period of supply cover is assigned.
- Base schools will be allocated based on the additionality Primary Schools already have. i.e., those schools with the least additionality will be allocated as a base for the permanent supply teachers.
- Permanent supply teachers at their base schools should be non-class committed and used as additional staffing. The permanent supply teacher should be available to be moved to supply requests as required.
- Where a permanent supply teacher is at their base school awaiting allocation of a new period of cover to be assigned and there is a supply vacancy at the base school, the permanent supply teacher should be allocated to that cover period before any other short or long-term supply teacher is requested, due to the school having additionality already in place.
- Permanent supply teachers will be used for long term supply cover including:
 - Family Leave (Maternity, Adoption, Parental etc.)
 - Secondment
 - Backfill for temporary acting appointments.
 - Career breaks
 - Long term absence covers e.g., sickness absence.
 - Self-funded Sabbaticals
 - Any other supply request deemed to be longer term (over 9 days)
- Long Term Supply will be classed as an absence or vacancy available for 9 days or more (in line with funding for cover)
- When a short-term supply request becomes long term, this will be reviewed dependant on the circumstances within supply and the availability of permanent supply pool teachers.
- If all permanent supply pool teachers are covering periods of absence or vacancies the short-term supply teacher will continue in the booking to provide cover until a supply pool teacher is available. This will be dependent on the availability of permanent supply pool teachers.
- Permanent Supply Teachers will normally revert to their base school when a cover period ends however where there are no long-term supply requirements there may be short term supply requests available. The permanent supply teacher will be moved to cover short term supply requests only if short term supply is unavailable.
- Where only part time cover is required by a permanent supply pool teacher e.g., maternity leave for 0.6fte and the supply pool teacher is 1.0fte, the supply pool teacher will cover 0.6fte of the booking and remain at their base school for the remainder of their hours (0.4fte).

- Permanent supply pool teachers will be included in the annual staffing exercise, see Transfer to Permanent staff above, and allocated a post as required through this. Depending on requirements this post could be for the full school year or could be shorter.
- If no post is allocated during the annual staffing exercise the permanent supply teacher will be allocated a base school to report to for the start of term in August each year. Base schools will be reviewed as part of the annual staffing exercise and may change where there are changes in schools additional funding.
- Where a permanent fixed location vacancy arises within a primary school this will be offered as part of the annual staffing exercise based on length of service.
- For posts where qualifying teachers have the same banked service date, those teachers will be notified, and a fair process used to decide on post allocation – this would normally be decided by interview.
- Permanent fixed-term posts for offer to the permanent supply pool will be reviewed and offered, where available as part of the annual staffing exercise in line with the temporary to permanent process (See LNCT 04 and Staffing Procedure)
- Offers of posts will be made by telephone and confirmed by email and teachers will be given two working days to accept or reject the offer.
- Teachers can decline up to three offers. If a third offer is declined, then banked service will be reset.
- Where a permanent vacancy exists within the primary supply pool this will be backfilled from the eligible temporary to permanent teachers based on length of service and as part of the annual staffing exercise. Out with the annual staffing exercise if the vacancy requires to be filled this would be filled on a temporary basis.
- Temporary backfill requirements for the permanent supply pool teachers (e.g., if a teacher gains a temporary promoted post or goes on maternity leave themselves). Backfill for the permanent supply pool on a temporary basis will be through advert and recruitment process where there is a budget available and authorisation to fill the post.
- If required, the transfer of a permanent fixed teacher into the permanent supply pool may be considered as part of the annual staffing exercise and with approval from Head of Education.
- There will be a mix of Denominational and non-Denominational teachers in the permanent supply pool. Teachers will be asked to seek approval if they are being placed in a long-term post in a denominational school.
- The SLT of the school the permanent supply teacher is working in, whether as a base school or on a long-term temporary contract, will be responsible for managing employee relation issues, absence management, performance, etc.