

## **LOCAL NEGOTIATING COMMITTEE FOR TEACHERS**

### **Local Agreement**

#### **Procedure for the Recruitment and Selection of Promoted Posts, excluding Headteachers**

1. The procedure will take effect following agreement in the Local Negotiating Committee for Teaching staff and takes account of the guidance issued by Scottish Ministers in terms of the Scottish Schools (Parental Involvement) Act 2006 relating to procedures for the appointment of a Depute Head Teacher, participation of a Parent Council and related activities under the Act. Section 14 of the Act is of particular relevance in this regard, together with the secondary legislation made under the Act, namely the Parental Involvement in Head Teacher and Deputy Head Teacher Appointments (Scotland) Regulations 2007.
2. Although the appointment of Principal Teachers/Curriculum Leaders is not covered by the Act, it has been deemed appropriate by the Children, Education and Justice Service (the Service) to apply similar procedures to the appointment of all of those staff paid on the Principal Teacher Spine Point.
3. There must be a fair and consistent process of recruiting to Depute Head Teacher, Curriculum Leaders, Pupil Support Leaders, Support for Learning Leaders and Principal Teacher posts within the City of Edinburgh Council, in line with Council recruitment processes. The procedure will therefore apply to all permanent promoted appointments in all sectors and services in the Service and equally to internal and external job applicants.
4. Panel members must be fully trained in the recruitment and selection process prior to participation in accordance with legislative requirements and the Council's Recruitment and Selection Policy Framework. Those responsible for leading and coordinating the appointment process will be trained in the specifics of their roles within this procedure. It is the Headteacher's responsibility to check that all panel members have up to date training.
5. Confidentiality must be maintained not only at all stages of the procedure, but also upon its conclusion, given the nature of the data involved.
6. In the case of all promoted post appointments in Primary, Secondary and Special sectors, the Head Teacher will be responsible for leading and co-ordinating the procedure. The vacancy must be approved by Workforce Panel, and any required Job Sizing should be completed prior to the advert being placed on My Job Scotland.

7. The school's Business Manager will co-ordinate the recruitment process and onboarding of the successful candidate.
8. All promoted posts must be approved by the Workforce Panel, prior to advertising on My Job Scotland.
9. Panel compositions, taking account of denominational appointments as appropriate, is attached as Appendix 1. Any change to the panel composition must be agreed in writing with the appropriate Head of Education.
10. There is a requirement for the Parent Council (or a group of parents if no Parent Council exists) to be involved in the appointment of a Depute Head Teacher in any sector or a deputising Principal Teacher at a Primary school.  
<https://www.edinburgh.gov.uk/parental-engagement/recruitment-selection-training>
11. The Parent Council or Group will nominate one or two trained members to participate in the interviews. Ideally the panel members will reflect the diversity of the school community.
12. If a parent is also a member of City of Edinburgh Council staff, then this is a potential conflict of interest and this should be discussed with a Senior Education Officer prior to the start of the recruitment process.
13. The finalised employee specification will be communicated to the panel members prior to screening.
14. The panel must remain the same for all interviews. In exceptional circumstances, where there needs to be a change (for example between long and short leets), then the Headteacher must consult with their Head of Education.
15. All panel members must be involved in screening the applications, selecting those candidates who meet the essential, and then desirable skills and competencies, to be invited to interview.
16. Candidates who have disclosed that they are care-experienced or have a disability should be interviewed if they meet the essential criteria, in line with Council policy.
17. Head Teachers must not screen by themselves.
18. Consultation should also be undertaken with the panel regarding the questions/topics for the interviews.
19. Permanent Depute Head Teacher and Principal Teacher/Curriculum Leader vacancies must be advertised externally for 2 weeks.
20. Screening of applications will be undertaken within 2 weeks of the closing date. All panel members should be involved in this process.

21. Following the screening process, a decision will be taken whether to hold long leet interviews or to go straight to short leet interviews. This decision will be dependent upon the number and quality of applications.
22. If the decision is to hold long and short leet interviews, long leet interviews will normally be carried out no later than four weeks after the closing date. At the end of these interviews, the panel will draw up a short leet and identify appropriate interview questions for the short leet interviews.
23. Short leet interviews will normally be carried out no later than two weeks after the long leet interview date.
24. If including a pupil panel, this should reflect the diversity of your school community. You should consider the protected characteristics, care experience and inclusion in choosing the pupils to participate.
25. For all interviews, the candidates should be given the questions 15 minutes prior to the interview.
26. For all Principal Teacher posts in Primary, the interview process must include:
  - a tour of school
  - a teaching episode
  - a panel interview at each stage

If this is a PT2 (deputising) post, you should also include one of the following:-

- A pupil panel (only if appropriate in Special School)
  - A presentation or assembly
27. For Curriculum Leader posts in Secondary, the interview process must include:-
    - a tour of school
    - a teaching episode
    - a panel interview at each stage

You may also wish to include up to two of the following:-

- a pupil panel
  - an assessment task set by the Headteacher
  - a presentation
28. For Pupil Support Leader/Support for Learning Leader posts in Secondary, the interview process must include:-
    - a tour of school

- a pupil group or panel
- a panel interview at each stage

You may also wish to include up to two of the following:-

- a teaching episode
- an assessment task set by the Headteacher
- a presentation

29. For Depute Headteacher posts in all sectors, the interview process must include:-

- a tour of school
- a pupil group/panel (only if appropriate in Special School)
- a panel interview at each stage

You may also wish to include up to two of the following:-

- a presentation or an assembly
- a teaching episode
- an assessment centre task, designed by the Headteacher

30. Candidates will be given at least 7 days notice of an interview date in all cases.

31. If only having short leet interviews, these will normally be carried out no later than four weeks after the closing date.

32. Every effort will be made to ensure there is a full panel (as per Appendix 1) of appropriate representatives at long and/or short leet interviews. In normal practice, the same panel members should attend both sets of interviews.

33. In exceptional circumstances, where the normal panel composition cannot happen, then the Head Teacher must consult with their Head of Education to agree an appropriate action.

34. Every effort will be made by the panels to reach a unanimous decision. The Head Teacher will have the casting vote in the event of a “hung panel”.

35. The short-leet panel will identify a nominated candidate and the Head Teacher/Centre Manager will progress the appointment with the HR Service Centre, subject to any outstanding pre-employment checks and normal processes.

36. Candidates who are unsuccessful at interview should be given their outcome and meaningful feedback by telephone (or face-to-face if internal and appropriate to do so).

37. For all promoted Primary posts, PSL posts, CL RE and DHT posts in Roman Catholic schools, candidates must apply for and receive Church approval prior

to taking up their post. If Church approval is not given then the offer will be withdrawn. Other Curriculum Leader posts in Roman Catholic Secondaries do not need to be Roman Catholic. <https://scs.org.uk/church-approval/>

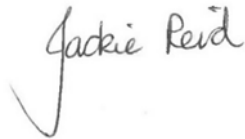
## REVIEW

This agreement will be reviewed 2 years after implementation or earlier if either Joint Secretary requests.

## LOCAL AGREEMENT (In accordance with the LNCT Recognition and Procedure Agreement)

This local agreement has been reached in the LNCT and is consequently binding on the signatory parties. It may be adjusted by negotiation to meet changing future needs.

Signed



Jackie Reid  
Joint Secretary  
Management Side

Date 27<sup>th</sup> May 2025



Alison Murphy  
Joint Secretary  
Teachers' Side

Date 27<sup>th</sup> May 2025

## APPENDIX 1

### RECRUITMENT AND SELECTION PANEL COMPOSITION DEPUTE HEAD TEACHER or DEPUTISING PRINCIPAL TEACHER (in Primary or Special School) APPOINTMENTS

Sector	Stage	Panel Membership
Primary, Secondary and Special	Screening and Interview	Head Teacher (Chair) Supporting Head Teacher from the appropriate sector/denomination 1 or 2 Parents (Ideally the panel members will reflect the diversity of the school community.)

### RECRUITMENT AND SELECTION PANEL COMPOSITION PRINCIPAL TEACHER APPOINTMENTS

Sector	Stage	Panel Membership
Primary and Special	Screening and Interview	Head Teacher (Chair) Depute Head Teacher or Supporting Head

### RECRUITMENT AND SELECTION PANEL COMPOSITION CURRICULUM LEADER AND PSL APPOINTMENTS

Sector	Stage	Panel Membership
Secondary	Screening and Interview	Head Teacher (Chair) Faculty DHT Supporting CL/Subject Specialist for CL posts Parent for PSL posts (Ideally the panel members will reflect the diversity of the school community.)