Stirling and Clackmannanshire Council Education

LNCT Agreement No 13: Appointment Procedures for Teachers
(Revised April 2015)

1. Introduction

1.1 Stirling and Clackmannanshire Council is committed to recruiting, employing and retaining high quality skilled staff who can demonstrate excellence in teaching.

1.2 Stirling and Clackmannanshire Council's Recruitment, Selection and Employment Policies give corporate and generic guidance on the Councils' recruitment and selection procedures and should be followed to recruit teachers and associated professionals.

2. Reference Documents

2.1 Specific guidance is also available as follows:

<table>
<thead>
<tr>
<th>Agreement</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>LNCT 34</td>
<td>Appointment Procedure Guidance for Promoted Posts</td>
</tr>
<tr>
<td>LNCT 23</td>
<td>Temporary Appointments</td>
</tr>
<tr>
<td>Guidance Document</td>
<td>Appointments to Denominational Primary and Secondary Schools</td>
</tr>
<tr>
<td>Guidance Document</td>
<td>Recruitment to Posts in Shared Services</td>
</tr>
</tbody>
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3. Appointment Panel

3.1 The selection panel will be nominated by the Headteacher. In Primary Schools this will be done in consultation with the Link Officer. There should be three panel members and they should all be involved in the leeting process:

Composition of the Panel

<table>
<thead>
<tr>
<th>Post</th>
<th>Panel convened by</th>
<th>Examples of Other Panel Members</th>
</tr>
</thead>
</table>
| Teacher    | Headteacher/DHT   | Depute Headteacher(s)
Principal Teacher
HT, DHT or PT or teacher external to school
Link Officer |

There may be occasions when it is effective and efficient to have Panel Interviews within Learning Communities. There may be a practical element to the interview.

4. Advertising

4.1 The recruitment portal will be the tool for advertising posts. Only on an exceptional basis will posts be advertised in the national press. Posts that become vacant after the October break will not normally be advertised until the staffing exercise has been completed. Temporary arrangements will be put in place in the interim period.
5. Acting Appointments

5.1. Acting appointments will be made in accordance with advice in the SNCT Handbook.

5.2. Appointments to acting posts for up to one year in duration, will normally be made from within the existing establishment. Expressions of Interest should be invited from all eligible staff.

5.3. Acting posts which are expected to last more than one year should be advertised across the Authority.

5.4. Payment for acting appointments will be in accordance with Sections 1.61 and 1.62 of the SNCT Handbook of Conditions of Service.

Signed: [Signature] Co-chair LNCT Date: 28.05.15

Signed: [Signature] Co-chair LNCT Date: 28.05.15