

LOCAL NEGOTIATING COMMITTEE FOR TEACHERS

Local Agreement

Procedure for the Recruitment and Selection of Head Teachers in Schools

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 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. There must be a fair and consistent corporate approach to the process of recruiting to the post of Head Teacher within the City of Edinburgh Council. The procedure will therefore apply to all Head Teacher posts in all sectors and services in the Department of Children and Families and equally to internal and external job applicants.
3. 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 co-ordinating the appointment process will be trained in the specifics of their roles within this procedure.
4. Confidentiality must be maintained not only at all stages of the procedure, but also upon its conclusion, given the nature of the data involved.
5. In accordance with Scottish Government guidelines, the recruitment and selection procedure for a Head Teacher will normally be completed in one school term.

In Primary and Secondary sectors, the Senior Education Manager (Schools, Quality and Curriculum) will be responsible for leading the procedure, although this can be delegated to another Senior Education Manager. In these two sectors, either the Senior Quality Improvement Officer (SQIO) or Quality Improvement Officer (QIO) as appropriate will be responsible for the co-ordination of appointments, supported by appropriate staff in the Department of Children and Families.

6. In the Early Years sector, the Senior Education Manager (Early Stages) will be responsible for leading the procedure, although this can be delegated to another Senior Education Manager or an Early Years Manager. In this sector, either the Senior Quality Improvement Officer (SQIO) or Quality Improvement Officer (QIO) as appropriate will be responsible for the co-ordination of appointments, supported by appropriate staff in the Department of Children and Families.
7. In the Special sector, the Service Manager Special Schools and Classes will be responsible for leading and co-ordinating the procedure, supported by appropriate staff in the Department of Children and Families. A QIO may be involved in the process if deemed appropriate.
8. Administrative support for the procedure for all sectors will be provided by the Team Secretaries in Schools and Community Services or the central administration teams in the Department of Children and Families. Administrative duties will include tasks such as:
 - Arranging the advertising of posts in the Times Education Supplement Scotland and Myjobscotland.
 - The copying and circulation of application forms to the long leet and short leet panel members, together with a pack of support documents to assist in the selection process
 - The preparation of standard letters for signing and the subsequent issue of those letters
 - Liaison with Committee Services to secure Elected Members time for the short leet interviews
 - Room bookings, etc
 - Pre employment checks
9. Standard templates will be used for all supporting documents and letters.
10. The **interview panel composition**, taking into account of denominational appointments as appropriate, is attached as Appendix 1. The same two parents should be involved in both the long and short leet interviews and

S/QIOs are involved in the panels as appropriate. Assisting Head Teachers from the appropriate sector are involved only at the long leet interviews.

11. Where a Parent Council is established (or a group of parents if no Parent Council exists), that Parent Council will be involved in the appointment of the Head Teacher at that school. The S/QIO will discuss the views of the Parent Council regarding any issues that need to be considered with regard to specific skills and competencies for the post with them prior to the screening of applications, to help inform the person specification. The S/QIO will also liaise with parents regarding appropriate interview questions at this time. The Parent Council will then nominate two trained members to participate in the long and short leet interviews. The finalised person specification will be communicated to these two members.
12. Head Teacher vacancies will be advertised in the Times Educational Supplement Scotland and through MyjobScotland.
13. **Screening** for long leet interview candidates will normally be undertaken by Council Officers within two weeks of the closing date. At this meeting the Council Officers, including the Assisting Head Teacher, will identify appropriate interview questions for long leet interviews, taking into account the views of parents. Interview questions at all stages must relate to the criteria listed on the person specification and an equalities question must be included as a core question at either the long or short leet interviews. Although parent members of the panel will not be involved in the screening process, information regarding the selection of candidates should be shared with them.
14. **Feedback to Candidates.** The S/QIO will provide feedback to any unsuccessful candidate at the screening and long leet stage. The Senior Education Manager will provide feedback to any unsuccessful candidates at the short leet stage. Within the Special Schools Sector, the Service Manager will provide feedback to candidates at all stages. Written feedback can be provided if requested.
15. **Long leet interviews** will normally be carried out no later than two weeks after the closing date. Candidates selected for long leet interview will be notified by e-mail through MyjobScotland and will be invited to select an interview time. Candidates will be given at least seven days notice of an interview date. Long leet interviews will normally take place in the school. At the end of these interviews, the long leet panel will select candidates for short leet interview and identify appropriate interview questions for short leet interviews.

16. Candidates applying for posts in **Roman Catholic Schools** must seek and receive approval from the Archdiocese of St Andrews and Edinburgh before they can take up post. Long leet candidates must confirm with the co-ordinating officer that this approval has been granted before interview.
17. **Short Leet interviews.** Short leet candidates will be given at least seven days notice of an interview date and interviews will normally be carried out no later than two weeks after the long leet stage. During this time, the short leet candidates will be asked to contact the Head Teacher or the appropriate member of the school Senior Management Team (SMT) and request a school visit date and time. This member of staff should arrange for the candidates to be given an individual tour of the school and the opportunity to obtain comprehensive information, both verbally and in writing, about the school. The school visit may involve the candidates meeting with groups of pupils, staff and parents but this must be agreed in advance with the Coordinating Officer. Short leet interviews will normally be held at the Edinburgh City Chambers however an alternative venue may be agreed with the Chair of the panel.
18. Every effort will be made to ensure a full panel (as per Appendix 1) of appropriate representatives at long and short leet interviews. In the event that any panel member is unable to attend the short leet interview in exceptional circumstances, the Lead Officer will liaise with the appropriate Elected Member (as Chair) to seek a solution which will enable the procedure to be concluded e.g. the panel size is reduced; a panel member is substituted. Every effort will be made by the panels to reach a unanimously agreed decision. The Chair will have the casting vote in the event of a "hung panel".
19. Two written references will be requested from existing/former employers for short-leeted candidates by the Co-ordinating Officer prior to short leet interviews. References will be used primarily as a means of verifying the information provided by candidates and reinforcing the selection panel's decision and therefore only the references for the candidate nominated for appointment will be made available to members of the short-leet interview panel after a selection decision is made. Where an employment reference casts doubt on the suitability of the nominated candidate, the short-leet panel will rigorously re-examine all the evidence available to them and may decide to reconsider their selection decision.
20. Short-leet candidates must complete necessary pre-employment checks e.g. Criminal Record Check, PVG, Verification of eligibility to work in the UK.
21. The short-leet panel will identify a nominated candidate and seek approval from the Director of Children and Families to progress with appointment, subject to any outstanding pre-employment checks. The Senior Education

Manager (Service Manager, Special Schools and Classes) will notify all candidates of the outcome by telephone later the same day.

22. The Senior Education Manager (Service Manager, Special Schools and Classes) will arrange a suitable start date for the successful candidate to take up post and will notify all interested parties accordingly.

REVIEW

This agreement will be reviewed after two years (October 2015) or 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.

Signed:



Joint Secretary
Management Side
Date



Joint Secretary
Teachers' Side
Date

Appendix 1

RECRUITMENT AND SELECTION PANEL COMPOSITION HEAD TEACHER APPOINTMENTS

Sector	Stage	Panel Membership
Primary	Long-leet Interview	2 Parents Senior Education Manager (chair and lead)

		QIO (co-ordinator) Assisting Head Teacher from Primary Sector (denominational where appropriate)
	Short-leet Interview	2 Parents 2 Members of the Education, Children and Families Committee excluding Teacher representatives (1 will chair) – 1 denominational representative as appropriate Senior Education Manager QIO (co-ordinator)
Secondary	Long-leet Interview	2 Parents Senior Education Manager (chair and lead) QIO (co-ordinator) Assisting Head Teacher from Secondary Sector (denominational where appropriate)
	Short-leet Interview	2 Parents 2 Members of the Education, Children and Families Committee excluding Teacher representatives (1 will chair) – 1 denominational representative as appropriate Senior Education Manager QIO (co-ordinator)
Nursery	Long-leet Interview	2 Parents, if appropriate Senior Education Manager/Early Years Manager (chair and lead) as appropriate QIO (co-ordinator) Assisting Head Teacher from Nursery Sector
	Short-leet Interview	2 Parents, if appropriate 2 Members of the Education, Children and Families Committee excluding Teacher representatives (1 will chair) Senior Education Manager/Early Years Manager as appropriate QIO (co-ordinator)
Special	Long-leet Interview	2 Parents Service Manager, Special Schools and Classes (chair and co-ordinator) QIO as appropriate Assisting Head Teacher from Special Sector
	Short-leet Interview	2 Parents 2 Members of the Education, Children and Families Committee excluding Teacher representatives (1 will chair) Service Manager, Special Schools and Classes (co- ordinator) SQIO/QIO as appropriate