

Recruitment and Selection for Acting HT, DHT and PT Vacancies

The Staffing Resourcing Officer (who will ensure compliance with appropriate LNCT agreements) will be able to advise on any emergency acting up requirements.

All schools where there are no DHTs should identify a named person who is willing to act up on an ad hoc basis as per Acting Up arrangements and, where there is more than one teacher interested informal but appropriate interviews should take place to determine the school's named person.

[http://www.snct.org.uk/library/1603/Higher%20Responsibility%20\(Acting%20Up\).pdf](http://www.snct.org.uk/library/1603/Higher%20Responsibility%20(Acting%20Up).pdf)

Under the terms of this policy, the named person may be required to Act up for a period of 20 days pending an appointment of a HT to Act up for a longer period. The named person can apply for any such longer Acting up appointment but is not obliged to. The named person position can be viewed as a CPD opportunity for those wishing to progress into management but is not limited to such staff. The payment of Acting up allowance is defined in the above policy.

It is recognised that the duration for acting HT & DHT positions is not always clear cut.

The following is a guide to recruiting Acting HT and DHT Posts

Less than 3 months – eg. Vacancy cover whilst a post is being advertised, short term sickness cover, etc.

- Post should be advertised in line with Table 8.4 below
- A Temporary Responsibility Claim Form should be completed each month and forwarded to HR Support
- Application should be in the form of ‘note of interest’.
- Recruitment in this process should normally be within one week.

More than 3 months but less than 6 months

- Acting up post must be advertised and recruited to through i-GRasp
- Usual recruitment checks are required to be undertaken eg. PVG, eligibility to work in the UK etc.
- A Temporary Responsibility Claim Form should be completed each month and forwarded to HR Support

6 months or more

- Acting up post must be advertised and recruited to through i-GRasp, using the pool outlined in Fig2.
- Usual recruitment checks are required to be undertaken eg. PVG, eligibility to work in the UK etc.
- EMIS Employee Forms should be forwarded to HR Support for the teacher to be set up in post, to

Detailed guidance is available on Arcadia [Temporary Responsibility Payments](#)

Table – Pool of Potential Applicants

Pool of Potential Applicants - Primary

Acting Vacancy	Pool of Potential Applicants
HT	All DHTs within the school All teachers in school All DHTs and network PT. All teachers in network.
DHTs	All teachers in school All teachers in network
Network PT	All teachers in network
PTs in school with joint HT	All teachers in school(s)

Pool of Potential Applicants – Secondary

Acting Vacancy	Pool of Potential Applicants
PT Faculty/Subject	All teachers within that faculty/subject.
PT Guidance	All teachers in the school.
PT SFL	All SFL teachers in the CSN.
DHT	All PTs within the school
HT	All DHTs in the school.

For both primary and secondary posts:

Where the above fails to produce an appointment, the post should be advertised within Aberdeenshire. Where a post lasts for 6 months or more then internal Aberdeenshire and/or external advertising should be used.

Primary Ad Hoc Cover

It should be noted that all primary schools where there are no DHTs should have a “**named person**” who acts up in the ad hoc absence of HT. This is outlined in the LNCT Temporary Responsibility Section 5 “[Primary ad hoc cover](#)”. Generally the ‘named person’ should become acting up HT for up to 20 days. This assumes that each such school has gone through a process to appoint the “named person”.

Acting Up in ‘Emergency’ Situations

Normally the ‘named person’ should act up in emergency situations until acting up recruitment can be undertaken. In emergency situations where the ‘named person’ is unable to take up acting duties, the QIO can place a suitable acting up person as acting HT whilst acting up recruitment is undertaken. The process for acting up recruitment should begin immediately.

Only if the above fails to produce an appointment should a joint/cluster HT be advertised. Temporary joint HTs should be established in line with [ELL Committee paper](#) on joint/cluster HTs.

Where a post lasts for 6 months or more then internal Aberdeenshire and/or external advertising should be used.

PROCEDURE FOR APPOINTING ACTING HT/DHT/PT POSTS FOR MORE THAN THREE MONTHS

Appointment of Acting Head Teachers

The following protocol should be implemented where a Head Teacher will be absent from their post for a period of more than three months.

Acting Head Teachers will need to be appointed for a variety of reasons including:

- If the Head Teacher is appointed to another post and the notice period required does not allow the successor to take up the post until the Head Teacher has demitted office
- To cover for secondment
- To cover a period of extended sick leave

The Head of Service or QIO, as appropriate, should inform the Parent Council and the relevant Elected Members representing the Ward(s) in which the school catchment area is situated, giving the reason for the Acting vacancy and the likely duration. The appointment process should also be outlined. The Parent Council should be asked to nominate a parent representative to sit on the short leet interview panel.

The Head of Service or QIO, as appropriate, should recruit using the restricted pools as outlined above and arrange for the school administrator or the outgoing Head Teacher to advertise the acting post appropriately.

If recruitment from the restricted pool is unsuccessful or due to local circumstances (for example due to lack of capacity in a cluster) the QIO should arrange for the post to be advertised across Aberdeenshire.

A restricted pool, as outlined in 8.4 above, can be set up by the Recruitment Team in i-GRasp (Tel 01224 664455 or email recruitment.advertising@aberdeenshire.gov.uk). Please note: proof of eligibility and **PVG** check may still be required for legal reasons.

Applications should normally be made using a shortened application form and returned to the appropriate Head of Service or QIO.

Prior to the short leet interviews for Head Teacher posts the Head of Service and the QIO should meet with the parent representative nominated by the Parent Council to be on the short leet panel to discuss the application forms of all applicants, the preferred short leet

and the interview questions. The parent representative will also require to be trained as appropriate in Recruitment and Selection.

The short leet interview panel for Head Teacher posts will comprise of the Head of Service (as Chair), the QIO and one parent representative (nominated by the Parent Council). The interview should last between 30 and 45 minutes. A ten minute presentation is optional. Although there should be a leet of set questions which all candidates will answer, the proceedings should be conducted along more informal lines than would be the case in a short leet interview for a permanent Head Teacher post, with an emphasis on two-way discussion.

Once the appointment has been made the Head of Service or QIO should inform school staff and parents (via the school administrator or the outgoing Head Teacher), the Chair of the Parent Council (if not present at the interviews) appropriate Elected Members and EL&L staff. A fixed term contract should be issued to the Acting Head Teacher.

Panel Composition for Acting HT/DHT/PT Vacancies

Acting PT	Acting DHT	Acting HT
HT (Chair) DHT	HT (Chair) QIO 1 Parent Council Rep	HOS (Chair) QIO 1 Parent Council Rep

Appointment of Acting Depute Head Teachers

The following protocol should be implemented where a Depute Head Teacher will be absent from their post for a period of more than three months.

Acting Depute Head Teachers will need to be appointed for a variety of reasons including:

- If the Depute Head Teacher is appointed to another post and the notice period required does not allow the successor to take up the post until the Depute Head Teacher has demitted office
- To cover for secondment
- To cover a period of extended sick leave

The Head Teacher should inform the Parent Council and the relevant Elected Members that an acting Depute Head Teacher appointment will be required, giving the reason for the acting vacancy and the likely duration. The appointment process should also be outlined. The Parent Council should be asked to nominate a parent representative to sit on the short leet interview panel.

The Head Teacher or QIO, as appropriate, should recruit using the restricted pools as outlined in the Table above and arrange for the school administrator to advertise the acting post appropriately.

If recruitment from the restricted pool is unsuccessful or due to local circumstances (for example due to lack of capacity in a cluster) the QIO should arrange for the post to be advertised across Aberdeenshire.

A restricted pool, as outlined, can be set up by the Recruitment Team in i-GRasp(Tel 01224 664455 or email recruitment.advertising@aberdeenshire.gov.uk). Please note: proof of eligibility and **PVG** check may still be required for legal reasons.

Applications should normally be made using a shortened application form and returned to the Head Teacher.

Prior to the short leet interviews the Head Teacher and the QIO should aim to meet with the parent representative nominated by the Parent Council to be on the short leet panel to discuss the application forms of all applicants, the preferred short leet and the interview questions. The parent representative will also require to be trained in Recruitment and Selection, by the QIO.

References are not required for existing, internal, Aberdeenshire Council teachers.

The short leet interview panel will comprise of the Head Teacher (as Chair), the QIO and one parent representative (nominated by the Parent Council) The interview should last between 30 and 45 minutes. A presentation may be included but is not necessary. Although there should be a leet of set questions which all candidates will answer, the proceedings should be conducted along more informal lines than would be the case in a short leet interview for a permanent Depute Head Teacher post, with an emphasis on two-way discussion.

Once the appointment has been made the Head Teacher should inform school staff, the Chair of the Parent Council (if not present at the interview), the appropriate Elected Members and parents. A fixed term contract should be issued to the Acting Depute Head Teacher.

Appointment of Acting Principal Teachers

The appointment of acting Principal Teachers should follow the same guidelines and principles as above.

Appendix 2 - Responsibilities of the Chair

<http://arcadialite.aberdeenshire.gov.uk/wpcontent/uploads/2012/02/RandSChairResponsibilities.pdf>

- Chairperson should welcome the candidate and introduce the panel members by name and job title.
- Chairperson should inform applicants of time allocated for interview, that standard questions will be asked of each candidate and notes will be taken. Explain that at the end of the interview candidates will be given the opportunity to ask any questions they have.
- The candidate should be asked to undertake their presentation at the start of the interview. Panel members should then proceed to ask the standard questions allocated to them. Relevant follow-up questions can be asked if necessary.
- Chairperson should thank the candidate for attending the interview and tell them when they are likely to be informed of the outcome of the interviews.
- The Chairperson should collate views of the panel on each candidate and complete the collective Candidate Assessment Form.
- Ensure the panel reach a consensus on the decision and that is recorded on a [candidate assessment form](#). In the event of a disagreement the most senior officer of the authority has the final say.