

## Clackmannanshire Council Education

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### LNCT Agreement: Appointment Procedures for Teachers Stirling and Clackmannanshire - October 2015

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#### 1. Introduction

- 1.1. The Council is committed to recruiting, employing and retaining high quality skilled staff who can demonstrate excellence in teaching.
- 1.2. The Council's Recruitment, Selection and Employment Policy gives corporate and generic guidance on the Council's 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:

Agreement	Subject
LNCT	Appointment Procedure Guidance for Promoted Posts
LNCT	Use of Temporary Appointments
Guidance Document	Appointments to Denominational Primary and Secondary Schools
Guidance Document	Recruitment to Posts in Shared Services

#### 3. Advertising

- 3.1. 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.

#### 4. Appointment Panel

- 4.1. 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 letting process:

##### Composition of the Panel

Post	Panel convened by	Examples of Other Panel Members
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.

## 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: Joint-Secretary (Employer's side) Date:

Signed: Joint-Secretary (Teachers' side) Date: