



Care and Learning Service

Highland Local Negotiating Committee for Teachers

**LNCT Agreement no. 23
(revised November 2017)**

**Appointments Procedures –
Head Teachers and Depute Head Teachers**

THE HIGHLAND COUNCIL

CARE AND LEARNING SERVICE

Appointments Procedures – Head Teachers and Depute Head Teachers

This Agreement replaces LNCT 23 dated 13 June 2014

Introduction

For a candidate to be successful in their application for the post of Head Teacher or Depute Head Teacher, they must meet the criteria required to carry out the duties of the post effectively. The following are the key elements in the selection process for the appointment of Head Teachers and Depute Head Teachers:

- In order to ensure candidate compliance with the criteria for Head Teacher and Depute Head Teacher posts, there will be a selection process for all applicants to proceed to professional interview. However, for Head Teacher positions only, internal Highland Council applicants, who currently hold a substantive Head Teacher post, will proceed directly to final interview, as they will have previously undertaken the appropriate professional assessment.
- Following the shortlisting process, a **professional interview** will normally take place, to ensure that applicants comply with relevant standards required for the post.
- Successful candidate(s) from the professional interview and internal Highland Council applicants who currently hold a substantive HT post; will be invited to attend a **final interview**.

National Qualifications

Fundamental to the selection process is the General Teaching Council for Scotland (GTCS) Standard for Leadership and Management, accessed at <http://www.gtcs.org.uk/web/FILES/the-standards/standards-for-leadership-and-management-1212.pdf>. The Standard, together with the SNCT list of duties, will be used as the foundation for job specifications and person specifications.

The Into Headship programme for aspiring Head Teachers in Scotland has been developed in collaboration and partnership with SCEL, local authorities, universities, GTCS and stakeholders. The Scottish Government has taken powers in the Education (Scotland) Act 2016 to set the standards of education and training required before a teacher can be appointed as a Head Teacher. It is intended that by August 2019 all newly appointed Head Teachers will hold the Standard for Headship. This includes anyone who has successfully achieved and been awarded the Standard for Headship through the Scottish Qualification for Headship or the Flexible Route to Headship. <http://www.scelscotland.org.uk/what-we-offer/into-headship/>

Legislative Requirements

In accordance with the Scottish Schools (Parental Involvement) Act 2006 and the secondary legislation made under the Act, namely the Parental Involvement in Head Teacher and Deputy Head Teacher Appointments (Scotland) Regulations 2007, local authorities have a duty to encourage parental involvement in the selection of Head Teachers and Depute Head Teachers.

Highland Council is an equal opportunities authority and is committed to meeting the statutory duties of the Equality Act 2010. The general aim of our equal opportunities policy is to ensure that no job applicant or employee receives less favourable treatment than any other person in relation to any protected characteristics contained within equalities legislation.

Parental Involvement

Members of the Parent Council will be invited to participate in the recruitment process for the permanent appointment of Head Teacher and Depute Head Teacher posts and may be invited to participate in the case of Acting Head Teacher or Acting Depute Head Teacher posts, particularly

where the post is advertised for a significant period. This would also be the case where redeployment to the post of Head Teacher or Depute Head Teacher was required to be made as per LNCT 34 or due to other particular circumstances. Where recruitment is to a Cluster post, parental representatives from the Cluster Parent Council, or from each school's separate Parent Council, will be invited to become involved, normally up to a maximum of three representatives. Where there is no Parent Council, parental representation from the school's Parent Forum will be sought, advice will be provided by the Area Care and Learning Team on how this should be arranged if required. The Parent Council can indicate whether or not it wishes to be involved in the appointments process and where it chooses not to participate, the authority will proceed with the standard recruitment and selection process.

Parent Councils will be invited to:

- Discuss the job specification for Depute Head Teacher posts. In Highland a generic job specification is used for all Head Teacher posts.
- Discuss the leeting of candidates
- Be represented on the appointments panel at the final interview stage

Recruitment Guidance

This guidance sets out the procedure to be followed when recruiting to the post of Head Teacher or Depute Head Teacher, to ensure a fair, consistent and transparent approach is used.

Training will be available for parent council representatives and elected members through the e-learning module Recruitment for Parent Councils and Elected Members. In addition the Chair/Lead Officer will ensure panel members are aware of the format of the recruitment process and their obligation to maintain confidentiality at all stages.

Parent Council

1. The Lead Officer will engage with the Parent Council Representative to explain Highland Council's appointment procedures and the Parent Council's entitlement to be involved in the process in accordance with the Scottish Schools (Parental Involvement) Act 2006. The Parent Council Representative will be invited to discuss the job specification for a Depute Head Teacher post prior to recruitment bearing in mind the role as specified within the SNCT handbook. In Highland a generic job specification is used for all Head Teacher posts.

Job-sizing/Advertising

1. All promoted teaching posts will require to be job sized before the post can proceed to advert. Job sizing questionnaires and enquiries should be emailed to the generic email address CLStaffing.JobSizing@highland.gov.uk.
2. Once the job sizing process has been finalised an Authority to Recruit form should be completed by the Lead Officer via the HR Portal <http://ntsp2010web/sites/HR/SitePages/Home.aspx>

Professional Interview

1. Applicants from within Highland Council schools who currently hold a substantive Head Teacher post will proceed directly to final interview
2. Leeting panel for professional Interview

Post	Membership of Leeting Panel
Head Teacher	<ul style="list-style-type: none"> • Lead Officer – Education Quality Improvement Manager (EQIM) / Education Officer (in discussion with Parent Council Representative) • QIO

Depute Head Teacher	<ul style="list-style-type: none"> • Lead Officer – Head Teacher (in discussion with Parent Council Representative and EQIM /Education Officer or QIO)
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3. Panel for professional interview

Post	Membership of Professional Interview Panel
Head Teacher	<ul style="list-style-type: none"> • Lead Officer – EQIM/Education Officer • QIO
Depute Head Teacher	<ul style="list-style-type: none"> • Lead Officer – Head Teacher • EQIM/Education Officer or QIO

4. The professional interview will be based on the key professional actions of the GTCS Standard for leadership and management. The interview will be designed to give candidates the opportunity to demonstrate they meet these standards. This may be done through:

- Formal questions
- Scenario questions
- Task based questions

5. Questions will be set by the Area Care and Learning Team for Head Teacher posts and by the Head Teacher/Area Care and Learning Team for Depute Head Teacher posts, and will be based on the GTCS Standard for leadership and management. The same questions must be asked to all candidates. Candidates will be given the questions 10 minutes before the interview and a suitable place should be provided for this. No additional resources should be taken into the interview.

6. Professional interviews will last approximately 40 minutes.

7. Following completion of the interview process, unsuccessful candidates will be offered feedback by the Lead Officer.

Final Interview

1. Panel for final interview

Post	Membership of Final Interview Panel
Head Teacher	<ul style="list-style-type: none"> • Chair – Chair/Vice Chair People Committee (voting) • Ward Elected Members x 2 (voting) • Parent Council Representatives x3 (voting) • Head of Education (Secondary only) • EQIM/Education Officer • QIO • Teacher Representative (LNCT list) *
Depute Head Teacher	<ul style="list-style-type: none"> • Chair – Head Teacher (voting) • Ward Elected Members x 2 (voting) • Parent Council Representatives x 2 (voting) • EQIM/Education Officer or QIO • Teacher Representative (LNCT list) *

* EQIMs should try wherever possible to vary the choice of Teacher Representative to ensure the full LNCT list is utilised.

2. Questions will be set by the Area Care and Learning Team for Head Teacher posts and by the Head Teacher/Area Care and Learning Team for Depute Head Teacher posts, and will be based on the GTCS Standard for leadership and management. The same questions must be asked to all candidates. Candidates will be given the questions 10 minutes before the interview.
3. The final interview will include a presentation (maximum 10 minutes) on a pre-selected topic, with a further 30 minutes for set question and answer. Candidates will be given the presentation topic in advance. Any supplementary questions will be routed via the Chair and will relate to the main question.
4. The panel will be advised by the Care and Learning representatives, none of whom have voting rights. The role of the LNCT Representative is to ensure correct procedure is followed and not to advise specifically on candidates' suitability for the post. It is the responsibility of the appointments panel to agree the preferred candidate and the Chair will have the casting vote if necessary.
5. References should be treated with particular care and should be used to confirm rather than inform a decision to appoint. It is the panel's decision as to whom the job should be offered.
6. All candidates will be contacted, usually by telephone, with the outcome of the interview process as soon as possible.
7. Following completion of the appointments process, unsuccessful candidates will be offered feedback by one of the Care and Learning representatives.
8. The Lead Officer is responsible for ensuring the necessary recruitment documentation is completed.

Signed on behalf of the Council

Signed on behalf of the Teachers' Side

Name Bill Alexander
Designation Joint Secretary LNCT
Date 9 November 2017

Name Alistair Bell
Designation Joint Secretary LNCT
Date 9 November 2017