

**FALKIRK COUNCIL**  
**Local Negotiating Committee for Teachers**

**Management Side**  
**Education Services**  
**Sealock House**  
**2 Inchyra Road**  
**Grangemouth**  
**FK3 9XB**

**Teachers' Side**  
**Haypark Business Centre**  
**Room 5 Suite A**  
**Marchmont Avenue**  
**Polmont**  
**Falkirk FK2 0NZ**

Date revised: 30 May 2017

Dear Colleague

**LNCT/26 (Revised)**  
**Appointment Process for Teachers, August Intake**

Agreement has been reached by the LNCT on the process to be used within Education Services to appoint teachers to budgeted teaching vacancies for each new academic year starting August annually.

This agreement recognises the influential role this process has in supporting the Learning to Achieve Strategy and underpinning the core values of the Curriculum for Excellence through recruiting the best teachers based on evidence of their knowledge and skill as a classroom practitioner.

The terms of this agreement are:

<b>Applying to all school sectors</b>
---------------------------------------

1. All teaching staff (including those on temporary contracts and probationary teachers) employed by Falkirk Council will be eligible to apply for advertised teaching posts.
2. Conditions of Service Transfers will be addressed prior to appointing additional staff.
3. Where there are identified vacancies, recruitment adverts will be posted according to the following guiding principles and approximate timeline:-
  - a. January            Internal authority advert in the secondary sector, including probationers
  - b. February           Internal authority advert in primary sector, including probationers
  - c. Feb/ Mar            National advert for remaining vacancies in all sectors.
4. The selection process will incorporate 3 parts:-
  - a. Short listing
  - b. Observation of teaching practice
  - c. Behavioural event interview
5. The previous agreement to provide a guaranteed interview to all probationer teachers will be removed, but the GIS for disabled applicants will still apply.

### **Specific to primary sector**

6. In the primary sector, all applicants will be invited to apply for a generic primary teaching post on the basis that successful applicants will be allocated to a specific school following the selection process.

### **Denominational vacancies**

7. In the case of denominational vacancies, appointments will be conditional on the applicant evidencing Roman Catholic Church approval within 20 days of the date of the recommendation for appointment letter.

### **Probationer teachers**

8. In the case of probationary teachers, appointments will be conditional on their achieving the Standard for Full Registration by the end of the session prior to the intake.

### **Appointment date**

9. In all cases the date of appointment for all these posts will be the first working day of the new academic year and is subject to satisfactory completion of pre-employment checks.

### **Payment of Salary**

10. Teachers appointed at the start of the new Academic Year in August will receive their first pay at the end of September.

### **Voluntary transfer**

11. Where possible the opportunity to transfer on a voluntary basis will be progressed in accordance with LNCT 38.

The Joint Secretaries are delegated to determine related procedural matters arising in connection with this agreement, reporting to LNCT in due course.

This agreement will be reviewed at LNCT annually in November for appointments to the next academic year.

Yours sincerely

Gary Greenhorn (Management Side)  
Margaret Smith/ Colin Finlay (Teachers' Side)

**Joint Secretaries**