

# Stirling Council: Schools, Learning and Education

## LNCT Agreement 7: Appointment Procedures Guidance for Promoted Posts (Revised June 2019)

### 1. Introduction

Stirling Council is committed to recruiting, employing and retaining high quality skilled staff who will provide strategic leadership and vision in our schools and ensure we meet our legal obligations. In schools across Stirling Council promoted posts include Headteacher, Depute Headteacher and Principal Teacher.

In accordance with the Parental Involvement Act 2006, parents (where the word parent is used this represents parents or carers) perform an important role in appointment processes and must be involved in the key stages of the recruitment process to the promoted posts of Headteacher and Depute Headteacher. There is no direct parental involvement in appointments to Principal Teacher posts.

The [Recruitment and Selection Guides](#) give corporate and generic guidance on the Council's Recruitment and Selection Procedures and should be followed.

### 2. Process

#### The process involves:

#### 2.1 Identifying the Need for Recruitment

When a vacancy for a Principal Teacher has been identified, vacancies will normally be advertised by the Headteacher or Line Manager. The Headteacher will liaise with the Parent Council.

When a vacancy for a Depute Headteacher has been identified, vacancies will normally be advertised by the Headteacher. The Headteacher will liaise with the Parent Council.

When a vacancy for a Headteacher is identified, the Chief Education Officer or nominee in conjunction with Human Resources will consider, the appropriate steps for continuing future service delivery. An Education Link Officer will liaise with the Parent Council.

#### Acting Appointments

In the first instance an acting post vacancy would normally be advertised internally (school) with requests for expressions of interest, followed by professional dialogue as necessary. If this recruitment process proves unsuccessful, consideration may then be given to advertise the post internally (Local Authority) with requests for expressions of interest, followed by professional dialogue.

Acting appointments will not be made permanent without the recruitment process. The usual appointment procedures will be followed for all permanent vacancies.

Acting posts which are expected to last more than one year should be advertised across the Local Authority.

## Shared Headships

It may be appropriate to consider a Shared Headteacher or other leadership arrangements. In this situation there would be no need to progress to recruit. Usual practice is to offer the shared headship to a current Headteacher post holder.

## School Mergers

In the event of schools merging, recruitment protocols will apply and Headteachers/Depute Headteachers in post in those schools will be invited to apply for the new post. Where there is only one Headteacher/Depute Headteacher then the current postholder will be placed in the new merged school Headteacher/Depute Headteacher post.

In the event that a Headteacher/Depute Headteacher is unsuccessful for a post and becomes displaced, in negotiation with this individual they could be redeployed into a position commensurate with their grade, this being in an acting or development capacity until such time as a permanent position is confirmed.

Conservation of salary will be applied in accordance with Part 2 Section 1 – Pay Section 1.63 of the SNCT Handbook of Terms and Conditions of Service to the unsuccessful Headteacher/Depute Headteacher.

## 2.2 Recruitment Panel

Following the decision to proceed to advert a recruitment panel will be appointed, the membership may consist of:

Post	Membership of Panel
Headteacher	<ul style="list-style-type: none"><li>• Chief Education Officer or Nominee (<b>Chair</b>)</li><li>• Elected Member (Education Portfolio Convener) or Nominee</li><li>• Parent Representatives (Maximum 2)</li><li>• Service Manager or Nominee</li><li>• Peer Headteacher</li><li>• A representative from the Archdiocese (Denominational schools)</li></ul>
Depute Headteacher	<ul style="list-style-type: none"><li>• Headteacher (<b>Chair</b>)</li><li>• Peer Depute Headteacher or Headteacher</li><li>• Education Link Officer</li><li>• Parent Representative</li></ul>
Principal Teacher	<ul style="list-style-type: none"><li>• Headteacher (Chair)</li><li>• Depute Headteacher(s)</li><li>• HT, DHT, PT external to school</li><li>• Peer PT (optional)</li></ul>

Working in collaboration with Schools, Learning and Education, the Council's Human Resource team will provide training on Recruitment and Selection to Parent Council Representatives and School Leaders. Panel Members will be made aware of their obligations and training will be provided to parent councils, to ensure all applications are assessed on a consistent basis, and measured against the criteria for the post and that confidentiality is maintained throughout the process.

All members of the Recruitment Panel will be involved in the long and short-leeting process and attendance at the interview stage.

In accordance with the Parental Involvement Act, representatives from the appropriate Parent Council will be involved and consulted throughout the appointment process for Headteacher and Depute Headteacher, including the job description, leeting, and interview stages. The Education Link Officer (for Headteacher posts) or Headteacher (for Depute posts) will be responsible for liaising with the Chair of the Parent Council ensuring Parent Council involvement. The Parent Council will be invited to nominate representative(s) to participate in the selection process.

The Elected Member on the appointment panel will be actively involved throughout the appointment process and advised by the Chief Education Officer (or Nominee).

Any designated panel member (other than from the Parent Council) should declare a potential conflict of interest in advance (i.e. their child attends the applicable school) and will not be involved in the appointment procedures.

Consideration should be given to gender balance when appointment panels are created.

### 2.3 Job Description and Sizing

Job descriptions will be aligned to the relevant professional standards frameworks taking account of relevant corporate priorities, competency frameworks, circumstances pertaining to individual schools and objectives of the Council.

Job descriptions for vacant posts will be reviewed by Stirling Schools, Learning and Education Service representatives and parent representatives will be sent these. There is bank of job descriptions available that reflect the national terms and conditions.

The job sizing process will be undertaken jointly with HR, Trade Union representatives and a representative from Schools, Learning and Education. This will be undertaken using the Scottish Negotiating Committee for Teachers (SNCT) Job Sizing Toolkit.

### 2.4 Recruitment Advertising

In order to maximise the diversity and number of quality applicants, adverts will be placed on the national recruitment portal i.e. [myjobscotland.gov.uk](https://myjobscotland.gov.uk) and on Stirling Council's website.

Adverts are normally given a two week closing date (10 working days).

### 2.5 Leeting

At the closing date the applications are prepared into leeting packs for the Recruitment Panel. The pack will contain:

- Job description.
- A copy of each application form received.
- Leeting pro-forma.

Leeting for Headteacher appointments will normally take place at a meeting arranged by the Chief Education Officer (or Nominee) for the Recruitment Panel. Leeting for Depute Headteacher and Principal Teacher posts appointments will normally take place at a meeting arranged by the Headteacher.

Information for leeting will be drawn from the candidate's application form. The Leeting Form must be completed to consider candidates against the selection criteria for the post. This includes:

- Qualifications/GTCS registration.
- Previous experience.
- Demonstrable knowledge of curriculum; and learning, teaching and assessment.
- Continuous professional learning.
- Leadership/ management experience.
- Communication/Interpersonal skills.
- Implementing change.
- Evidence of Church approval (denominational schools).

## 3. Process

### 3.1 Assessment Centre

The interview process for Headteacher appointments will commence with an Assessment Centre being arranged for candidates to participate in exercises and assessments, in the school, to enable further information to be gathered for the Recruitment Panel to consider once all candidates have undergone their interview.

The Assessment Centre will be arranged by the Education Link Officer to take place in the school. If it is a shared Headteacher post the Assessment Centre will take place in one school and all candidates will visit all other relevant schools for the post.

An Assessment Centre may compromise of a selection of the following (this is not an exhaustive list):

- Briefing Exercise
- Presentation
- Pupil Council interview
- Professional Dialogue Session

An opportunity will be given to candidates to visit the school to meet with staff and pupils.

### 3.2 Panel Interviews

The Chief Education Officer (or Nominee), will chair the recruitment panel for Headteacher appointments. The Headteacher will chair the panel for Deputy Headteacher and Principal Teacher appointments.

For Headteacher recruitment questions will be selected from the Headteacher Recruitment Toolkit and agreed with the Recruitment Panel. For Deputy Headteachers and Principal Teacher posts the Headteacher will in consultation with other panel members prepare, select and agree questions for the interview.

The Chair of the recruitment panel will agree the format of the interview and it is expected that all Panel Members participate in the asking of the questions. The same questions will be asked of all candidates. The interview sheet, to be used by the panel to record candidate responses, should have prompts for the interviewers on what they should be listening out for in terms of the candidate's response.

For Headteacher posts, recruitment panels should meet together, no less than 30 minutes before the first interview is to begin, to ensure all members of the panel are briefed on the questions to ask candidates. Feedback from the Assessment Centre will be considered *after* the interviews have taken place.

It is the responsibility of the recruitment panel to agree the preferred candidate and order of reserve candidates if this is agreed. The Chair of the panel will have the casting vote where the panel is unable to reach a consensus.

There are guidance and proformas in the Schools, Learning and Education Headteacher Recruitment Pack to ensure a consistent approach is applied to the process.

### 3.3 Unsuccessful Recruitment

If this recruitment process proves unsuccessful, the acting post will be filled by Schools, Learning and Education by requesting a member of staff to act as Headteacher, Depute Headteacher or Principal Teacher for the period of the vacancy.

## 4. Post Interview

For Headteacher posts the Chief Education Officer (or Nominee) is responsible for ensuring the appropriate documentation is gathered. For Depute Headteacher and Principal Teacher posts the Headteacher is responsible for ensuring the appropriate documentation is gathered.

The Chief Education Officer (or Nominee) or the Headteacher will:

- Ensure that interview documentation clearly outlines the reasons for selection and non-selection, against the criteria for the post and will be retained for a period of six months after the appointment is made should there be any challenge that the Council would need to respond to.
- Ensure that all documentation is submitted to the HR team for retention or destruction.
- Communicate to the preferred candidate that they have been successful at interview and the next stage of the recruitment process will be followed. This should only take place once all documentation related to eligibility to work in the UK has been seen and verified. Prior to any formal offer of employment being made satisfactory pre-employment checks are required. These checks are:
  - Occupational health check.
  - PVG disclosure.
  - Satisfactory references.
  - Confirmation of registration with GTCS.

In the case of an appointment to a Denominational School, the preferred candidate must obtain approval from the Church Representative (refer to the Denominational Schools Policy).

- Inform the unsuccessful candidates of the Panel decision and a nominee will offer and organise feedback to the candidates.
- Share the outcome of the appointment process with all relevant parties. For Headteacher posts the Chief Education Officer (or Nominee) will ensure that the Chief Executive and Elected Members not directly involved in the appointment process are also informed of the outcome of the appointment process.

## 5. Formal Offer

Once all pre-employment checks have been received and are satisfactory, the HR team will arrange for a formal offer of employment to be sent to the successful candidate and a start date is then agreed. The HR team will inform the Education Link Officer of the Learning Community concerned in order for induction arrangements to be planned.

Signed:  Co-secretary

Date: 30 July 2019

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