

# Stirling Council: Schools, Learning and Education

## LNCT Agreement 13: Appointment Procedures for Teachers (Revised June 2019)

### 1. Introduction

- 1.1 Stirling Council is committed to recruiting, employing and retaining high quality skilled staff who can demonstrate excellence in teaching.
- 1.2 **Stirling Council's Recruitment, Selection and Employment Policies** give 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 7	Appointment Procedure Guidance for Promoted Posts
LNCT 23	Temporary Appointments
Guidance Document	Appointments to Denominational Primary and Secondary Schools

### 3. Appointment Panel

- 3.1 The selection panel will be nominated by the headteacher. There should be a minimum of two and a maximum of three panel members and they should all be involved in the letting process.
- 3.2 On a needs basis Stirling Council will recruit posts to the Permanent Teaching Pool. Permanent Teaching Pool teachers are employed to work in schools within Stirling Local Authority.

#### 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

There may be a practical element to the interview.

## 4. Advertising

4.1 The recruitment portal will be the tool for advertising posts. Only on an exceptional basis will posts be advertised in the national press. Permanent 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.

## 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 usually 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. In circumstances where an acting post needs to be extended beyond one year consideration will be given to maintaining continuity of service.

5.4 Payment for acting appointments will be in accordance with Part 2 Section 1 – Pay Sections 1.61 and 1.62 of the SNCT Handbook of Conditions of Service.

Signed:  Co-secretary

Date: 30 July 2019

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