

Procedures for the Recruitment and Appointment of staff to Promoted Teaching posts

1. Introduction

- 1.1 This procedure outlines the process to be followed for recruiting to Promoted Teaching Posts in Dumfries and Galloway.
- 1.2 The Schools' Resources Team will be responsible for initiating and progressing the recruitment process for primary and secondary promoted post vacancies.
- 1.3 The Supporting Learners' Team will be responsible for progressing the recruitment process for centrally managed additional support for learning promoted post vacancies.
- 1.4 The Schools' Resources Team will provide support to officers as required for recruitment to Headteacher post. For Depute Headteacher and Principal Teacher posts, school office staff will provide support.
- 1.5 Parties involved in any part of the recruitment and appointment process must ensure that confidentiality is maintained at all stages.

2. Parent Council

- 2.1 In line with legislative requirements, Parent Councils will be invited to participate in the recruitment and appointment to Headteacher and Depute Headteacher posts. There is no right to involvement in the appointment of Principal Teachers.
- 2.2 In the case of Depute Headteacher, the school's Headteacher will meet with the Parent Council to outline the process for the appointment, present the proposed advertisement together with the Job Description and Person Specification. The Parent Council should indicate their desired level of involvement in the selection process.
- 2.3 In the case of Headteacher appointments, a member of the Schools' Resources Team will set up a meeting with the Parent Council as early as possible when it is known that a vacancy is likely to exist. The purpose of the meeting is to agree the advertisement, explain the appointment process and agree to the Parent Council's involvement in the process. The following documents/information will be discussed with the Parent Council at the meeting:
 - Job Description and Person Specification
 - Job Advertisement
 - Advice about interview procedures
 - Leeting process

The meeting will also enable the Parent Council to provide contact details (email address, postal address and contact telephone numbers) for the Parent Council Selection Panel members (and reserve).

- 2.4 Where no Parent Council has been established for schools with Depute and Headteacher vacancies, members of the Parent Forum will be invited to be included as part of the appointment process.

3. **Recruitment Stages for Principal Teacher posts**

The procedure for Principal Teacher appointments is in one stage.

The candidate will be assigned a practical management exercise, based on the Standard for Middle Leadership, and allowed 15 minutes to prepare a response prior to the commencement of the interview. The candidate will be asked to share their response (10 mins) to a Selection Panel comprising: Headteacher (Chair), Depute Headteacher or Peer Headteacher and Peer Principal Teacher. This will be followed by questions and answers pertaining to the post in question.

4. **Recruitment Stages for Depute Headteacher posts**

- 4.1 The procedures for Depute Headteacher appointments may be in one or two stages, depending upon the quantity and quality of applications received. The Headteacher, as Chair, has the discretion to decide if a First Interview is required.

Stage 1 – First Interview (if required)

Task (30 mins): based on a task pertaining to the post and based on aspects of the GTCS Standards for Leadership and Management. The candidate is required to complete the task then to present their response (10 mins) to a Panel comprising the following: Headteacher (Chair), Peer Depute Headteacher & Peer Headteacher. This will then be followed by questions relating to the post in relation to the GTCS Standards for Leadership & Management.

Candidates deemed suitable will be invited to Final Interview.

- 4.2 All unsuccessful candidates will be given the opportunity to discuss their performance at First Interview with the Panel Chair and will be offered written feedback.

Stage 2 – Final Interview

- 4.3 Candidates are required to give a pre-prepared 10-minute presentation on a strategic leadership scenario, embedded within the Professional Standards for Leadership and Management, to share with a Selection Panel comprising:

Headteacher (Chair), Representation made up from (minimum of one, maximum of three from the Parent Council and Elected Members), Peer Depute Headteacher and Education Officer or Peer Headteacher. This will then be followed up with questions from the panel in relation to the presentation and questions pertaining to the post.

- 4.4 All unsuccessful candidates will be given the opportunity to discuss their performance at Final Interview with the Panel Chair and will be offered written feedback.

5. Recruitment Stages for Headteacher posts

- 5.1 The procedures for Headteacher appointments are in two stages. The selection process will comprise of the First Interview stage with successful candidates moving to the Final Interview (Selection Panel Interview).

Stage 1 – First Interview

- 5.2 Candidates selected for First Interview will be invited to attend an Assessment Centre where they will undertake two activities designed to assess their competencies, skills and knowledge required for the post and based on the GTCS Standard for Headship.

- 5.3 Task 1 (30 mins): Will involve a technical activity based on a practical leadership task, based on the GTCS Standard for Headship and pertaining to the post in question. Candidates will be asked to prepare a 10-minute response which will be copied and shared with the Panel. There will be no IT available.

Task 2 (60 mins): Will involve a professional discussion where the candidate will meet with a range of professionals and stakeholders to include Education Officer (Chair), Manager or Head of Service, Peer Headteacher and Parent Council Chair (or their representative). The format will be 'lounge' style and the themes will be focused on the GTCS Standard for Headship and aspects of the candidates' aptitude and personality. No notes require to be taken however at the end of the meeting the Chair will seek and collate feedback from the representatives to reach a consensus to decide on the candidate's ability to meet the GTCS Standard for Headship.

- 5.4 Arrangements for the First Interview will be confirmed to candidates by email (Talentlink). The communication will confirm that only successful candidates will progress to the Final Interview stage
- 5.5 All unsuccessful candidates will be given the opportunity to discuss their performance at First Interview with the Panel Chair and will be offered written feedback.

5.6 Stage 2 – Final Interview

The Final Interview Stage is in two stages:

Part 1:

Presentation on a pre-given topic (decided after First Interview) (10 mins): This will be to a Stakeholder Panel consisting of relevant stakeholders including pupils, staff, parents and Elected Members. The composition of the panel will be proportionate to the size of school(s) but should not be larger than 18. It is expected that, for partnership schools, equal representation is made from each.

Question and Answer session (20 mins): The Panel will have the opportunity to question the candidate on aspects of the presentation or on other relevant topics. The Chair will collect Feedback from the Panel and will share this with the Selection Panel at the end of the Selection Panel Interviews and before the final vote is taken.

Part 2:

Selection Panel Interview (30 mins): The format will be a formal question and answer session. The Selection Panel membership will be as detailed in 6.2 below.

- 5.7 All unsuccessful candidates will be given the opportunity to discuss their performance at Final Interview with the Panel Chair and will be offered written feedback.

6. Selection Panel Memberships

- 6.1 The membership for the appointment panel is outlined at Table 2 overleaf, and consideration should be given to ensuring a gender balance.
- 6.2 Members of the Selection Panel must declare in advance any relationship or close friendship with any of the candidates to which an outsider could suggest any bias which may be a factor in any professional judgement, made during the selection process. A Head of Service will then assess whether a substitution should be made.

Post	Membership of Panel (all with voting rights)
Headteacher	<ul style="list-style-type: none"> • Chair- Chair/Vice Chair of CYPLL Committee <ul style="list-style-type: none"> • The quorum (minimum of 6, maximum of 8) made up of a minimum of two and a maximum of three Elected Members (one of whom is the Chair/ Vice Chair of CYPLL Committee and one from the School's Ward) and minimum of two and a maximum of three Parent Council representatives, along with two representatives from Education Officer/ Manager/ Head of Service/ Substantive Headteacher from appropriate sector from a school in another District • (nominated by Schools' Manager or representative) • Church representative (denominational schools only)
Depute Headteacher	<ul style="list-style-type: none"> • The quorum (minimum of 4, maximum of 6 made up from Chair - Headteacher of the school, representation (minimum of 1, maximum of 3 made up from Elected Members (preferably from school's Ward)) and representatives from the Parent Council * (The Parent Council should agree with the Elected Members what the representation should be), Peer Headteacher or Education Officer and Depute Headteacher from appropriate sector from a school in another area • Church representative (denominational schools only)
Principal Teacher	<ul style="list-style-type: none"> • Chair - Headteacher of the school • Depute Headteacher or Peer Headteacher • Peer Principal Teacher (out with the school) • Church representative (denominational schools only)

6.3 Advice and support is available to any member of the Selection Panel to assist them with an understanding of their functions in relation to the appointments process.

6.4 In advance of the interview the Panel will be provided with the following documents:

- Job Description and Person Specification
- Application Form for each candidate
- Reference (Headteacher only)
- Interview Schedule and arrangements, including assessment exercises being used.

7. Appointment

7.1 At the end of the selection process the Selection Panel will complete appropriate documents and agree the preferred candidate. The Panel Chair will have the casting vote where the Panel is unable to reach a consensus.

- 7.2 In the event that no candidate is deemed suitable for the promoted post then the Panel Chair will make the decision as to whether the post will be re-advertised or an alternative arrangement put in place. The Parent Council will be advised of this decision.
- 7.3 The Panel Chair is responsible for ensuring that all recruitment documentation is completed in line with the Council's Recruitment & Selection policy. The Schools' Resources Team will ensure the portal is updated and all documentation is passed to Pay & Employment Services. The school should ensure that the Schools' Resources Team is notified of the outcome to enable the establishment to be updated.
- 7.4 All unsuccessful leeted candidates will be given the opportunity to discuss their performance at interview with the local authority representative.
- 7.5 Once satisfactory pre-employment checks have been received for the preferred candidate Pay & Employment Services will arrange for a formal offer to be sent, this offer will confirm the agreed start date. The Schools' Resources Team will ensure appropriate induction arrangements are in place.

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