



## **Education and Learning Service**

### **Highland Local Negotiating Committee for Teachers**

**LNCT Agreement no. 23  
(revised November 2021)**

**Appointments Procedures –  
Headteachers and Depute Headteachers**

## THE HIGHLAND COUNCIL - EDUCATION AND LEARNING SERVICE

### Appointments Procedures – Headteachers and Depute Headteachers

#### Introduction

For a candidate to be successful in their application for the post of Headteacher or Depute Headteacher, 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 Headteachers and Depute Headteachers:

- In order to ensure candidate compliance with the criteria for Headteacher and Depute Headteacher posts, there will be a leeting process for all applicants to proceed to the **Stage 1 Selection Process for Appointment Interview**.
- Following the leeting process, a **Stage1 Activities and Interview** will take place, to ensure that applicants comply with the relevant GTCS Standard required for the post and have cognisance of the local school context. Internal applicants from within Highland Council schools who currently hold a substantive Headteacher post will be required to attend the Stage 1 Activities and Interview.
- Successful candidate(s) from Stage 1 Activities and Interview will be invited to attend the **Stage 2 Appointment Interview**.

#### National Qualifications

Fundamental to the selection process is the General Teaching Council for Scotland (GTCS) Professional Standards, accessed at <https://www.gtcs.org.uk/professional-standards/professional-standards.aspx>. The relevant Standard required for the post, 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 Headteachers in Scotland has been developed in collaboration and partnership with SCEL, local authorities, universities, GTCS and stakeholders. The Scottish Government has taken powers under Section 28 of the Education (Scotland) Act 2016 to set the standards of education and training required before a teacher can be appointed as a Headteacher. The Scottish Government expectation is that from August 2020 all newly appointed Headteachers 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.

<https://professionallearning.education.gov.scot/learn/programmes/into-headship/>

There are two exemptions. The first applies to any permanent Headteacher who has been appointed to a position in a school on, or prior to, 1 August 2020. The second exemption enables education authorities to appoint a person to a Headteacher post, who has not attained the Standard for Headship, on a temporary basis for a period **not exceeding 30 months** after 1 August 2020.

## **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 Headteacher and Deputy Headteacher Appointments (Scotland) Regulations 2007, local authorities have a duty to encourage parental involvement in the selection of Headteachers and Depute Headteachers.

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 Headteacher and Depute Headteacher posts and may be invited to participate in the case of Acting Headteacher or Acting Depute Headteacher posts, particularly where the post is advertised for a significant period. This would also be the case where redeployment to the post of Headteacher or Depute Headteacher 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 and advice will be provided by the Area Education 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.

In line with legislative requirements Parent Councils will be invited to:

- Be represented in discussions about the job specification for Depute Headteacher posts. In Highland a generic job specification is used for all Headteacher posts.
- Be represented in discussions about the leeting of candidates.
- Be represented on the panel for the Stage 2 Appointment Interview.

## **Recruitment Guidance**

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

### **Parent Council**

1. The Chair 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 Headteacher post prior to recruitment bearing in mind the role as specified within the SNCT handbook and LNCT 13. In Highland a generic job specification is used for all Headteacher posts.

## Job-sizing/Advertising

1. All promoted teaching posts will require a job sizing review before the post can proceed to advert. If the Scottish Negotiating Committee for Teachers (SNCT) job sizing review criteria are met, then a full re-job sizing will be carried out. If the criteria are not met then the review is complete and the post remains on the same salary point as before. Job sizing questionnaires and enquiries should be emailed to the generic email address [CLStaffing.JobSizing@highland.gov.uk](mailto:CLStaffing.JobSizing@highland.gov.uk) .
2. Once the job sizing process has been finalised an Authority to Recruit form should be completed by the Chair via HR MyView.

## Stage 1 Selection Process for Appointment Interview

1. Panel for Stage 1 leeting process

Post	Membership of Stage 1 Leeting Panel
Headteacher	<ul style="list-style-type: none"><li>• <b>Chair</b> – Area Education and Learning Manager or representative * (in discussion with Parent Council Representative)</li><li>• Relevant Area Education and Learning Officer *</li><li>• Peer Headteacher (not from the same Associated School Group (ASG) as any of the applicants) (Advisory only)</li></ul>
Depute Headteacher	<ul style="list-style-type: none"><li>• <b>Chair</b> – Headteacher (in discussion with Parent Council Representative and relevant Area Education and Learning Officer *)</li><li>• Peer Depute Headteacher (not from the same ASG) (Advisory only)</li></ul>

\* Must be GTCS registered

## 2. Panel for Stage 1 Activities and Interview

Post	Membership of Stage 1 Activities and Interview Panel
Headteacher	<ul style="list-style-type: none"> <li>• <b>Chair</b> – Area Education and Learning Manager or representative *</li> <li>• Relevant Area Education and Learning Officer *</li> <li>• Peer Headteacher (not from the same ASG as any of the applicants) (Advisory only)</li> </ul>
Depute Headteacher	<ul style="list-style-type: none"> <li>• <b>Chair</b>– Headteacher</li> <li>• Relevant Area Education and Learning Officer *</li> <li>• Peer Depute Headteacher (not from the same ASG as any of the applicants) (Advisory only)</li> </ul>

\* Must be GTCS registered

3. Stage 1 Activities and Interview will be based on the key professional actions of the relevant GTCS Standard required for the post, and will be designed to give candidates the opportunity to demonstrate they meet the Standard. In addition, cognisance should take account of the specific school context. Headteacher and Depute Headteacher posts will differ slightly depending on the unique context of each school for example rural, urban, social deprivation, cluster school and 3-18 school. Assessing candidates in a variety of ways means the panel will be able to form a comprehensive profile of each candidate and be able to judge levels of skill and competency relevant to the essential criteria set out in the person specification and the GTCS Standards. Activities may include:

- Scrutiny of application form
- In tray activity
- ‘Management of resource to promote equity’ activity
- Parental engagement scenario/task
- Safeguarding scenario/task
- Analysis of data scenario/task
- Other case studies/scenarios

4. Activities will be set by the Area Education and Learning Team for Headteacher posts and by the Headteacher/Area Education and Learning Team for Depute Headteacher posts and will be based on the relevant GTCS Standard required for the post and the local context of the school. The same questions and activities must be asked of all candidates and will be shared with candidates in an equitable way. No additional resources should be taken into the activities or interview. All candidates should be allowed an equal amount of time to complete the activities and interview.

5. Following completion of the interview process, unsuccessful candidates will be offered the opportunity to seek feedback by the Chair. This feedback will be delivered in verbal format only.

## Stage 2 Appointment Interview

### 1. Appointment Interview Panel

Post	Membership of Appointment Interview Panel
Headteacher	<ul style="list-style-type: none"> <li>• <b>Chair</b> - Chair/Vice Chair of Education Committee or nominated representative</li> <li>• Elected Members x 2 (ideally Ward elected members)</li> <li>• Parent Council Representatives x3</li> <li>• Head of Secondary/Primary or representative * (Advisory only)</li> <li>• Education and Learning Representative * (Advisory only)</li> <li>• Peer Head Teacher (not from the same ASG as any of the applicants) (Advisory only)</li> </ul>
Depute Headteacher	<ul style="list-style-type: none"> <li>• <b>Chair</b> – Headteacher</li> <li>• Elected Members x 2 (ideally Ward elected members)</li> <li>• Parent Council Representatives x 2</li> <li>• Education and Learning Representative * (Advisory only)</li> <li>• Peer Depute Headteacher (not from the same ASG as any of the applicants) (Advisory only)</li> </ul>

\* Must be GTCS registered

2. Questions will be set by the Area Education and Learning Team for Headteacher posts and by the Headteacher/Area Education and Learning Team for Depute Headteacher posts and will be based on the relevant GTCS Standard required for the post. The same questions must be asked to all candidates. Candidates will be given the questions 10 minutes before the interview.
3. The Appointment 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 allow candidates to expand on points made previously.
4. It is the responsibility of the appointments panel to agree the preferred candidate, or to agree that no appointment is made. 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. References are not sought for current Highland Council employees.
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 the opportunity to see verbal feedback by the Chair. This feedback will be delivered in verbal format only.
8. The Chair is responsible for initiating the induction process and for ensuring the necessary recruitment documentation is completed.

Signed on behalf of the Council

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Name            Nicky Grant  
Designation    Joint Secretary LNCT  
Date             9 November 2021

Signed on behalf of the Teachers' Side

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Name            Alistair Bell  
Designation    Joint Secretary LNCT  
Date             9 November 2021