

ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

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23 December 2003

CMH/CB

Dear Colleague

AJNCT/12

APPOINTMENT PROCEDURES: PRINCIPAL TEACHER POSTS IN PRIMARY SCHOOLS

The nationally agreed package of pay and conditions of service for Scottish teachers "A Teaching Profession for the 21st Century" included provision for a new improved and simplified career structure for all teachers and the introduction of the post of Principal Teacher into primary schools.

At its meeting on 14 August 2003, the Council's Education Committee approved detailed proposals for a new promoted post structure covering all primary schools in Angus. These proposals, have now been augmented to include new PT posts with remits for coordinating provision for children with "additional support needs" (formerly special educational needs).

As appointment and promotion procedures are devolved matters, a working group was established to develop appointment procedures for the new PT posts which are about to be created. These procedures are attached as an **Appendix** to this Circular.

The procedures were approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 8 December and subsequently ratified by the Staffing Sub-Committee on 22 December 2003.

Yours sincerely

CATHERINE A COULL
PHILIP JACKSON

Joint Secretaries

Enc.

cc Chief Executive
Director of Education
Director of Finance

ANGUS COUNCIL

CREATION OF PRINCIPAL TEACHER POSTS IN PRIMARY SCHOOLS

APPOINTMENTS PROCEDURES

1 ADVERTISING OF POSTS

- 1.1 It is proposed to seek application for new PT posts in the first instance only from Senior Teachers currently employed in Angus schools. For the purposes of this paper those Senior Teachers who apply for these posts are hereinafter referred to as "Phase 1 Applicants".

If, once selection procedures for these new posts are complete, there remain any posts unfilled then a further trawl for applicants will be undertaken – this time applications being invited from any suitably qualified teacher working in Angus. Candidates from this second tranche of applicants are hereinafter referred to as "Phase 2 Applicants".

It is anticipated that all vacant posts will be filled by Phase 1 or Phase 2 Applicants. However, in the unlikely event that this is not the case, any remaining vacancies will be advertised nationally, with applicants from this phase being referred to as "Phase 3 Applicants".

2 SELECTION PROCEDURES

2.1 Phase 1

A single Selection Panel will be charged with the responsibility of interviewing all Phase 1 Candidates (since only Senior Teachers will be eligible to apply at this stage, all will meet the essential criteria in the Person Specification and therefore all should be interviewed).

2.1.2 The Selection Panel will consist of:

- Director of Education (or Head of Educational Services)
- Adviser (0-14)
- Adviser (0-14) [or Adviser (5-18) if this Adviser (0-14) post remains unfilled at the time of interviews].

2.1.3 Prior to interviews being arranged, references will be taken up on all candidates. The Head Teacher of each school with a vacancy (or vacancies) will also be asked to submit a detailed Person Specification (or Person Specifications).

2.1.4 Each applicant will be invited to a single interview by the Selection Panel (no matter how many PT posts she/he has applied for), and at that interview will be asked to indicate any preference(s) for deployment in an individual school (or schools). This will give candidates an opportunity to enlarge on any preference(s) they have noted in their Application Forms.

2.1.5 The Selection Panel will have the responsibility of deciding for each candidate if that candidate does possess the necessary qualities and experience to be appointed as Principal Teacher.

- 2.1.6 a) If there is only one suitable candidate for a particular post then that candidate will be appointed by the Selection Panel.
- b) If there is more than one suitable candidate for a particular post, then the Selection Panel will appoint whichever candidate they believe is the best person for the job.
- c) In the event that there is only one suitable candidate for 2 or more posts, then the Selection Panel will appoint that candidate to whichever of the posts seems to the Panel the most appropriate one.
- d) If there is no suitable candidate for a given post, or if the only suitable candidate(s) for that post has (have) been appointed to other post(s) then the post concerned will be re-advertised in Phase 2.

Phase 2

The same Selection Panel charged with making Phase 1 appointments will also be responsible for Phase 2 appointments.

2.2.2 In Phase 2, not all candidates will necessarily be interviewed, as some applicants may not meet all the essential criteria in the Person Specification.

2.2.3 Otherwise, the procedures for Phase 2 will be identical to those for Phase 1

Phase 3

2.3.1 The Appointment Procedures for each vacancy to be filled in Phase 3 (and also future arrangements for filling future PT vacancies) are noted below. Once the exercise of filling new PT posts for the first time has been completed, these same procedures will be adopted in filling any future PT vacancies which may arise.

2.3.2 The Selection Panel for any given PT post will comprise:

- HT of the school concerned (or Principal Officer (SfL) for any post of PT (Additional Support Needs) (Chairperson)
- HT or DHT from another school (selected at random from a pool of trained HT/DHT interviewers)
- Link Adviser (or Head of Educational Services, or Director of Education).

The Selection Panel will be responsible for drawing up the short list, for interviewing short listed candidates and for selecting the successful candidate.

3 DATE OF APPOINTMENT

3.1 It is hoped that all new Principal Teachers will take up their new duties on 16 August 2004.

JAA/RB
December 2003