



LNCT Agreement

RECRUITMENT AND SELECTION HEADS AND DEPUTE HEAD TEACHERS

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Version: Draft

1. Introduction

- 1.1 Clackmannanshire Council recognises that the quality of promoted staff (headteachers/depute headteachers in schools) is vital to the provision of the best possible education in schools.
- 1.2 The following describes the procedures for filling headteacher and depute headteacher posts. It satisfies current legislation including the Scottish Schools (Parental Involvement) Act 2006, and the regulations cited in the Parental Involvement In Headteacher and Deputy Headteacher Appointments (Scotland) Regulations 2007. The procedure is designed to be equitable and credible and to conform to the authority's equal opportunities policies. The main aim of the procedure is to ensure that the best possible candidate is selected.
- 1.3 This procedure should be read in conjunction with Clackmannanshire Council's Recruitment and Selection Policy and Procedure.
- 1.4 Vacant posts will normally be advertised on the myjobscotland portal or, in exceptional circumstances, with appropriate media e.g. TESS. There may be situations, such as school closures or mergers, where the authority may need to consider permanent redeployment of existing staff within their employment and in such circumstances may decide not to advertise the post. In such circumstances there will be consultation with the relevant Parent Councils, in accordance with Regulation 4 of the 2007 Regulations. The process of redeployment may entail some form of informal selection process.
- 1.5 Temporary transfers of senior staff in schools can happen for very good management and educational reasons. This document incorporates the procedure for the appointment of a headteacher or depute to a school on a temporary basis.
- 1.6 The appointment process must entail the involvement of any Parent Council established for the school to which an appointment is made. Parents will be involved in both the leeting and interviewing stage.

- 1.8 Where no Parent Council exists, the authority is under no statutory obligation to invite parental representation. However, parental representation will be requested from the wider parent forum. In the event of no one wishing to participate in the process on behalf of the parent forum, the selection process will proceed drawing membership for the appointment panel from the authority only.
- 1.9 It is recognised that it is important to involve all stakeholders of the wider school community and, whilst not part of the formal selection process, the opportunity for candidates to meet with groups of staff and pupils is incorporated into the procedures detailed in this document.
- 1.10 The Roman Catholic Church has been represented in the selection process for senior appointments to denominational schools to date. A representative from the Roman Catholic Church will continue to be invited to participate in the appointment panel, but attendance is not a requirement for any decision to be made.

2. Recruitment Process

2.1 Advertising the vacancy

- 2.1.1 The Chief Education Officer, or their representative, will meet with members of the Parent Council to discuss the vacancy and the process for filling the post. There will be discussion of the job remit for the post of headteacher or depute, and the arrangements for letting and interview.
- 2.1.2 Vacant posts will normally be advertised in “myjobscotland” and on the Council's intranet and internet site. The Council's social media outlets will also be used to promote the advert. The advertisement will contain basic information about the post and the school, and will indicate where applicants can obtain further information and any application details.
- 2.1.3 Temporary posts or secondments will initially be advertised locally to all schools and will provide information with regard to the application process.

2.1.4 The application pack provides candidates with information about the vacancy, Education Services and Clackmannanshire Council as a whole. As a guide, the following information is included as standard:

- copy of the advert
- job description and person spec
- council service structure and school profile
- application and equal opportunities monitoring form

2.1.5 Applicants will also receive the school profile which includes information about the aims of the school, its roll, the catchment area and any other relevant details.

2.1.6 All applications received should be on the agreed (teachers/promoted staff) application form in order to ensure consistency of information from all applicants and equality. A confidential reporting form completed by the applicant's line manager should also be attached.

2.2 Long Leeting

2.2.1 For the post of headteacher, a leeting panel will comprise of the Chief Education Officer or nominated depute, a peer headteacher and a representative from the Parent Council.

2.2.2 For the post of depute headteacher the panel will comprise of the headteacher, the Improving Outcomes Manager, a peer depute headteacher and a representative from the Parent Council.

2.2.3 The leeting panel leets the applications using the criteria established in the job description and person specification. A leeting analysis form should be used for this purpose. It is essential that these forms are completed in the event that any justification is required in respect of any decision made.

2.3 Assessment

2.3.1 Candidates who have been leeted will be invited to attend the school and meet groups of pupils and staff. Feedback from both groups in respect of each candidate will be provided to the chair to the selection panel.

2.3.2 Leeted candidates will also be invited to attend an assessment centre which will consist of a number of tasks.

The assessors of an assessment centre will include members of the selection panel, an Improving Outcomes Manager and a peer headteacher or depute headteacher.

2.3.3 Assessors will be given clear guidance and appropriate documentation to enable assessments to be recorded. Each activity will be assessed with regards to the person specification. The selection panel will be provided with a summary of the observations and assessments for each candidate on their performance in each assessment centre activity.

2.3.4 The selection panel will decide on the candidates to be taken forward for interview by the appointment panel.

2.3.5 Feedback is offered to all candidates on request following the assessment centre.

2.4 Appointment Panel

2.4.1 An appointment panel will be established for each advertised post.

Regulation 6, of the 2007 regulations, sets the minimum requirement for parental involvement on any appointment panel, by means of the Parent Council, at one third of the panel's membership. The Council recognises the importance of parental involvement, therefore parental representation will be 50% of the panel. The appointment panel will comprise of the following members:

- For the post of headteacher : The Education spokesperson for the Council's political administration (Education Convenor) or nominee, peer headteacher, Chief Education Officer (or nominated representative), and up to three representatives from the Parent Council.
- For the post of deputy headteacher - chairperson (headteacher of the school), peer deputy headteacher, Chief Education Officer (or nominated representative) and up to three representatives from the Parent Council.
- For appointments to denominational schools, a representative of the Roman Catholic Church must also be invited.

2.4.2 Regulation 7, of the 2007 regulations, also stipulates that the chair of the appointment panel should be as follows: for all headteacher appointments, the chair must be someone nominated by the education authority. For deputy headteacher posts, the chair should normally be the headteacher or acting headteacher of the school to which the appointment is to be made. There may be situations when it is not appropriate to involve an acting headteacher. An alternative chair will be appointed by the Chief Education Officer

2.5 Appointment Panel Recommendation

2.5.1 After the final interview, there should be a full discussion by the appointment panel members of each candidate's performance and compatibility with the requirements of the job description and the person specification.

2.5.2 Every effort should be made to reach a decision by consensus following such discussion. Where it is not possible to reach a consensus a ballot will be required. All members of the appointment panel are entitled to vote. This will include the representative from the Roman Catholic Church in the case of appointment to denominational schools

- 2.5.3 For a candidate to be successful, he or she must have an absolute majority of votes, e.g. if there are seven members an absolute majority is four votes. If there is an equality of votes at any time, the chairperson has the casting vote.
- 2.5.4 It is open to the appointment panel not to make an appointment. In this circumstance the appointment procedure should be carried out afresh.
- 2.5.5 The Chief Education Officer or representative has responsibility for acting on the recommendation of an appointment panel and subject to the normal pre-employment checks, to make the appointment as recommended.
- 2.5.6 Short listed candidates can request the opportunity for feedback on their performance at interview. This will be carried out by the Chief Education Officer or representative. The interview assessment sheet which gives the overall assessment of each candidate will form the basis of this discussion.

2.6 New Appointments

- 2.6.1 All pre-employment checks must be carried out prior to any formal offer of employment being made.
- 2.6.2 Once satisfactory clearance of these checks is received, a formal offer of employment can be made.
- 2.6.3 On completion of the recruitment and selection process, all documentation including application forms, listing paperwork and copies of correspondence sent to candidates should be returned to HR.
- 2.6.4 All recruitment and selection paperwork is retained on file for a period of 6 months after the interview process for the post is completed. After this time the information will be disposed of in a confidential manner to enable Clackmannanshire Council to comply with the requirements of the Data Protection Act 1988, by not retaining personal information of candidates any longer than necessary.

3. Appointment on a temporary basis

- 3.1 For the post of temporary headteacher, the panel will comprise of a Senior Officer from Education Services, a peer headteacher and a representative from the Parent Council.

- 3.2 For the post of temporary depute headteacher, the panel will comprise of the headteacher, a Senior Officer from Education Services, a peer depute headteacher and a representative from the Parent Council.

Appendix 1

APPOINTMENT PROCEDURES: HEADTEACHER

	Non-Denominational Schools		Denominational Schools	
	Leeting Panel	Appointment Panel	Leeting Panel	Appointment Panel
Chairperson Convener of Education and Leisure Committee (or nominee)		1		1
Peer Headteacher	1	1	1	1
Chief Education Officer or nominated representative	1	1	1	1
RC Church Representative				1
Parent Representative	1	Minimum 2 Maximum 3	1	Minimum 3 Maximum 4

APPOINTMENT PROCEDURES: DEPUTE HEADTEACHER

	Non-Denominational Schools		Denominational Schools	
	Leeting Panel	Appointment Panel	Leeting Panel	Appointment Panel
Chief Education Officer or nominated representative	1	1	1	1
Chairperson Headteacher	1	1	1	1
Peer Depute Headteacher	1	1	1	1
RC Church Representative				1
Parent Representative	1	Minimum 2	1	Maximum 4