

ANGUS COUNCIL – JOINT NEGOTIATING COMMITTEE FOR TEACHERS

APPOINTMENT OF HEAD TEACHERS

1 REGULATIONS AND GUIDANCE FROM THE SCOTTISH EXECUTIVE

- 1.1 This paper sets out procedures to be followed which comply with *The Parental Involvement in Headteacher and Deputy Headteacher Appointments (Scotland) Regulations 2007, laid before the Scottish Parliament on 1 March 2007*.
- 1.2 Guidance was also issued by the Scottish Executive on 21 June 2007. The procedures set out in this paper comply with that guidance.

2 PRINCIPLES

The principles on which these procedures are based are listed below.

- 2.1 Fairness
It is vital that our procedures are fair and are seen as fair. In every case we seek to identify the best person for the job.
- 2.2 Transparency
There should be a consistency of approach in all appointments procedures, and candidates should know precisely what to expect in the selection process.
- 2.3 Minimisation of Stress
Procedures should be designed so that any stress felt by candidates is kept to an absolute minimum. In particular, interviews should be conducted by relatively small panels and should be conducted in a friendly and supportive manner for all candidates.
- 2.4 Objectivity
It should be the declared intention of every member of every Selection Panel to approach the selection procedure in as objective a fashion as possible.
- 2.5 Consistency with Other Council Guidelines
Head Teacher recruitment must comply with Angus Council's policies and guidance on recruitment and selection.

3 ADVERTISING POSTS

- 3.1 The procedures set out in this document apply to those situations which entail the filling of a Head Teacher post through open advertisement.
- 3.2 Where it has been decided to advertise a post, this post will be advertised in MyJobScotland recruitment portal.
- 3.3 Advertisements will be placed just as soon as it is clear that a post of Head Teacher is about to become vacant, or has become vacant, and that recruitment to fill this post will be by open advertisement. Unless there are unusual circumstances, every effort will be made to ensure that the advertisements appear out with school holiday periods. The closing date for receipt of applications will normally be two weeks after the date on which the advertisement appears.
- 3.4 If any Parent Council wishes to propose an amendment to the advertising strategy, any such proposal must be made within 5 working days of the Parent Council being alerted to the likelihood of an advertisement appearing. If representations from a Parent Council about the advertising strategy are received within this timeframe then the Director of Schools and Learning will give these consideration before finalising the advertising strategy for any given post.

4 JOB OUTLINE AND PERSON SPECIFICATION

- 4.1 For any post which is about to be advertised, the appropriate generic Job Outline and Person Specification will be utilised (as outlined in Appendices 1 and 2). The selection panel will be able to amend the generic documents where they believe it is appropriate to do so.

5 FORMATION OF SELECTION PANEL

- 5.1 The Selection Panel set up to make an appointment to a vacant post of Head Teacher will be expected first of all to draw up the list of candidates to be assessed/interviewed and secondly to undertake the interviewing of all short-listed candidates.
- 5.2 In the case of appointments to Head Teacher posts, the Selection Panel¹ will comprise:

Secondary Schools Leeting and Assessment Centre

Director of Schools and Learning (Chairperson ³)	(SUBSTITUTE ²) (Service Leader – Secondary and the Lifelong Learner Journey)
Parent Member of Parent Council ⁴ (or representative of the Angus Parental Consultative Group if the Parent Council does not wish to nominate anyone to serve on the Panel, or if no Parent Council is established)	(Alternative Parent Council nominee)
Service Leader – Secondary and the Lifelong Learner Journey	(Service Leader – Locality)

Secondary Schools Final Interview

The above panel is joined by the Convener of the Children and Learning Committee.	(SUBSTITUTE ²) Vice Convener of the Children and Learning Committee
The Director of Schools and Learning (or Service Leader Schools and Learning) will act as advisor to the panel at the final interview	

Primary Schools Leeting and Assessment Centre

Director of Schools and Learning (Chairperson ³)	(SUBSTITUTE ²) (Service Leader – Primary and Broad General Education))
Parent Member of Parent Council ⁴ (or representative of the Angus Parental Consultative Group if the Parent Council does not wish to nominate anyone to serve on the Panel, or if no Parent Council is established)	(Alternative Parent Council nominee)
Service Leader – Primary and Broad General Education	(Service Leader – Locality)

Primary Schools Final Interview

The above panel is joined by the convener of the Children and Learning Committee

(SUBSTITUTE²)
(Vice Convener of the Children and Learning Committee)

The Service Leader Schools and Learning will act as advisor to the panel at the final interview

Notes

- 1 All members of each Selection Panel should have undergone appropriate training.
- 2 Substitutes should not normally be required. However, unforeseen circumstances can occur and – in such rare circumstances – it may be necessary to find a substitute for an individual Panel member.
- 3 In all cases, the chairperson will have a casting vote, should that be necessary.
- 4 In all cases, two members of the Selection Panel will comprise a quorum. In addition, if the Parent Council for the school has chosen to be represented, then the Panel will not be quorate unless a Parent Council representative is on the panel.

- 5.3 In each case, the Parent Council will be invited to nominate one of its parent members to serve on the Selection Panel, or to nominate any other person whom is not a member of the Parent Council and who the Parent Council wishes to be its nominee. If the Parent Council does not wish to participate in the selection process, the Selection panel will still comprise 3 people – as set out above.

6 DRAWING UP THE SHORT OR LONG-LEET

- 6.1 After preliminary consultation with members of the Selection Panel, a date on which the short/long-leet is to be drawn up will be intimated to all members of the Selection Panel. Normally there will be at least one week's notice given of this date.
- 6.2 In advance of the meeting to draw up the short/long-leet, all members of the Selection Panel will receive a copy of the synopsis listing all the candidates, and electronic links to a copy of each candidate's completed Application Form. In addition, a copy of the Job Outline and Person Specification will be provided.
- 6.3 At the short/long-leeting meeting, members of the Selection Panel will be expected – firstly individually and then collectively, and using the appropriate pro forma from the Recruitment and Selection procedure - to match each candidate against the Person Specification. Those candidates who do not meet one or more of the "essential" criteria within the Person Specification will be rejected and thereafter those candidates who most closely match the "desirable" criteria within the Person Specification will be placed on the short/long-leet. (**NB:** Any candidate applying under the Guaranteed Job Interview Scheme set up to comply with the Equalities Act 2010 must be placed on the short/long-leet if she/he meets all the "essential" criteria in the Person Specification.)
- 6.4 The Director of Schools and Learning will arrange for unsuccessful candidates to be contacted with an offer of feedback by telephone or in person. This feedback will be provided by the Director of Schools and Learning or Service Leader – Schools and Learning, as appropriate.
- 6.5 There is no specific number of candidates who must be on the short/long-leet. This could mean that, for example, there is only one person on the long-leet.
- 6.6 The Selection Panel has the authority to decide to re-advertise the post rather than to draw up a long-leet or short-leet, if it believes that to be the most appropriate course of action.

7 SELECTION PROCEDURES

7.1 General

7.1.1 Selection procedures should be undertaken in accordance with Angus Council's recruitment and selection policies and guidance.

7.1.2 The Selection Panel should comprise precisely the same people throughout the process, if at all possible. In the unlikely event that one of these people is unavailable, a substitute should be appointed.

7.2 Assessment Centre

7.2.1 For Head Teacher recruitment, those candidates selected for long-leet will be expected to attend an assessment centre where they will be asked to undertake a range of tasks.

7.2.2 This will normally be located at the school to which the vacancy applies. (If not, candidates will be given the opportunity to visit the school).

7.2.3 As soon as the leet is drawn up, the Chairperson (Director of Schools and Learning or Service Leader) will arrange to contact all candidates to make them aware of the detailed arrangements for the Assessment Centre and for the final interviews.

7.2.4 The Assessors at the Assessment Centre will include the members of the Selection Panel, the Advisor to the Final Panel, and also a Schools and Learning Officer, a peer Head Teacher and a teacher representative from AJNCT. The number of assessors may vary depending on the number of candidates.

7.2.5 Assessors will be given clear guidance and appropriate documentation to enable observations and assessments to be recorded. Each activity will be assessed with regard 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.

7.2.6 The Selection Panel will decide on the candidates to be included on the short-leet, i.e. for interview.

7.3 Final Interview

7.3.1 The Selection Panel should comprise precisely the same people throughout the process, if at all possible. In the unlikely event that one of these people is unavailable, a substitute, in accordance with section 5.2, should be appointed.

7.3.2 In accordance with section 5.2, the Panel will be joined by the Convener or Vice Convener of the Children and Learning Committee for the final part of the selection process.

7.3.3 The interview should be undertaken in accordance with Angus Council's recruitment and selection policies and guidance. Each member of the Selection Panel selects one question from a list of questions prepared in advance by the Panel's chairperson. The Panel must be sure that no questions conflict in any way with existing legislation or council policy. All candidates must be asked the same initial questions, but it is reasonable to probe in more detail the answers provided by candidates – on the understanding that no candidate receives unduly favourable, or unduly unfavourable treatment in comparison to the treatment received by other candidates.

7.3.4 The panel will also agree on the arrangements for final interview.

8 EVALUATION OF CANDIDATES

- 8.1.1 Evaluation of candidates must comply with Angus Council's recruitment and selection policies and guidance.
- 8.1.2 Once all the candidates have been through the selection process, each member of the Selection Panel will share her/his assessment of the suitability of each candidate for the post – including reference to the criteria set out in the Person Specification. At assessment centre stage these assessments must be based on information made available on the candidates' Application Forms and on the short-listing pro forma as well as performance at the assessment centre. Performance at final interview provides the panel with information to reach a consensus view about who is the best person for the post. Only in the event that no consensus emerges should votes be cast. In the very unlikely event that votes do have to be cast, and there is a tie, then the chairperson of the Panel will have the casting vote.
- 8.1.3 The decision of the Selection Panel is final (subject only to the need to undertake appropriate checks and references on the successful candidate). That decision will be conveyed directly to all candidates as soon as possible.

8.2 Feedback

- 8.2.1 Unsuccessful candidates will be given some very brief general feedback immediately after the Selection Panel's final decision has been taken. At that time these candidates will be encouraged to seek further, more detailed, feedback by telephoning the chairperson of the Selection Panel within approximately one week of the final interviews.

8.3 Decisions to Re-Advertise Post

- 8.3.1 In the event that the Selection Panel does not believe that any of the candidates interviewed is suitable for appointment, it has the authority to decide to re-advertise the post rather than make an appointment.

9 TRAINING FOR MEMBERS OF SELECTION PANELS

- 9.1 A programme of training is made available to those involved as a member of a Selection Panel. This training will be proportionate, relevant and up-to-date. All members of a Selection Panel will have undergone such training prior to involvement in a Selection panel.

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