

**ANGUS COUNCIL – JOINT NEGOTIATING COMMITTEE FOR TEACHERS**

**APPOINTMENT OF DEPUTE 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  
A systematic, comprehensive and regularly updated Recruitment and Selection Manual has been developed by Angus Council to guide all its recruitment activities. The advice contained in this manual should apply equally to the recruitment of Head Teachers and Depute Head Teachers.

**3 ADVERTISING POSTS**

- 3.1 The procedures set out in this document apply to those situations which entail the filling of a Depute Head Teacher post through open advertisement.
- 3.2 Where it has been decided to advertise a post, this post will be advertised on MyJobScotland recruitment portal.
- 3.3 Advertisements will be placed just as soon as it is clear that a post of Depute 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 MyJobScotland.
- 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 Depute 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 Depute Head Teacher posts, the Selection Panel<sup>1</sup> will comprise:

Head Teacher/Acting Head Teacher <sup>4</sup> (Chairperson <sup>3</sup> )	(SUBSTITUTE <sup>2</sup> ) (Service Leader Locality)
Parent Member of Parent Council <sup>5</sup> (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 Locality	(Service Leader Locality)

### 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 The selection of a DHT will normally require the active involvement of the Head Teacher as the chairperson of the Selection Panel. If there are unusual circumstances which mean that the selection procedures need to go ahead in the absence of both the Head Teacher and the Acting Head Teacher, then Service Leader, Schools and Learning will act as a substitute.
- 5 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 an electronic link 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 Manual - 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 Chairperson will arrange for unsuccessful candidates to be contacted by letter, with an offer of feedback by telephone or in person. This feedback will be provided by the Chairperson.
- 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 Selection procedures should be undertaken in accordance with Angus Council's Recruitment & Selection policies and procedures.
- 7.2 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.
- 7.3 The Selection Panel will agree a list of candidates for short-leet interview.
- 7.4 In the case of a very large number of candidates meeting the person specification, the Selection Panel may agree to arrange interviews in 2 stages with only some of the candidates being taken forward to the second and final interview stage.
- 7.5 As soon as the short/long-leet is drawn up, the Chairperson will arrange to contact all candidates to make them aware of the detailed arrangements for the interviews. Very strong encouragement will be given to all short-listed candidates to visit the school prior to the final interview.
- 7.6 The purpose of the school visit is to give candidates the opportunity to view the school and to ask any questions they may have about the school and its current priorities.
- 7.7 The Head Teacher or Depute Head Teacher, as appropriate, should be the principal liaison person for these school visits and should ensure that all visiting candidates are treated fairly and even-handedly.
- 7.8 In preparation for the interview, the selection panel will agree from a list of questions, those that will be asked at interview, ensuring that each panel member has the opportunity to ask a question prepared themselves. The panel must ensure that all questions are lawful.
- 7.9 The selection procedures comprise a short/long-leeting exercise and an interview, which may include a presentation.

## **8 EVALUATION OF CANDIDATES**

- 8.1.1 Evaluation of candidates should be undertaken using Angus Council's Recruitment & Selection policies.
- 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. These assessments must be based on information made available on the candidates' Application Forms and the short-listing pro forma. The Panel will then seek 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 immediately it has been made.

### **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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