

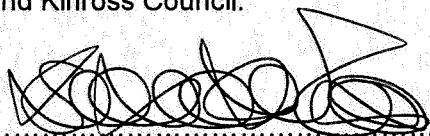
PERTH AND KINROSS COUNCIL
JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF
LOCAL AGREEMENT

Headteacher/Depute Headteacher Appointment Procedure

In terms of the Local Recognition and Procedure Agreement, it is accepted by all signatories acting on behalf of Perth and Kinross Council and the recognised trade unions that this agreement is a binding local agreement effective from 27 March 2018.

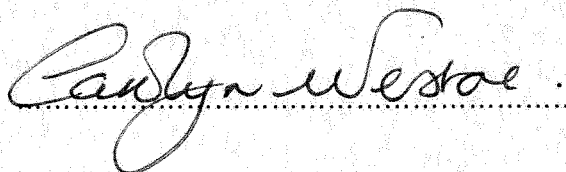
This supersedes relevant provisions within the National Agreement and constitutes a formal amendment to the terms and conditions of employment for teaching employees within Perth and Kinross Council.

Sheena Devlin, Executive Director (Education and Children's Services), on behalf of Perth and Kinross Council:



29.03.18

Carolyn Weston, Perth and Kinross EIS Local Secretary on behalf of the Teachers' Trade Unions



PERTH AND KINROSS COUNCIL

HEADTEACHER/DEPUTE HEADTEACHER APPOINTMENT PROCEDURE

LOCAL AGREEMENT – 27 MARCH 2018

INTRODUCTION

Our school leaders have the opportunity to make a difference to the lives of the children and young people in Perth and Kinross by providing the best possible education. Therefore, it is vital that the Council attract and appoint the best possible candidates to our posts.

This Agreement sets out the procedure to be followed when recruiting to permanent Headteacher (HT) and Depute Headteacher (DHT) posts in primary, secondary and special schools within the Council to ensure a fair, consistent and robust approach.

PRINCIPLES

The Appointment Procedure has been designed to be flexible and agile to meet the needs of the organisation and is based on the principles of the Council's Recruitment & Selection Policy.

Throughout the Appointment Procedure, there must be justifiable reasons for all decisions with appointments made on the basis of merit alone and in accordance with current employment legislation.

This procedure also complies with the Scottish Schools (Parental Involvement) Act 2006 which makes provision for Parent Councils to play an active role in the appointment procedure for the permanent appointment of a headteacher or depute headteacher.

All individuals involved with the procedure (including those who assess) must declare, in advance, any private interest or personal relationship with any of the candidates or panel members which could suggest any bias which might be a factor in any professional judgement made during the Appointment Procedure. The Executive Director (Education & Children's Services) or nominated representative will assess whether participation is appropriate.

Perth & Kinross Council is an equal opportunities employer with our aim that no candidate or employee receives less favourable treatment than any other on grounds such as race, colour, nationality, ethnic or national origins, religion, age, sex, sexuality, marital status or disability. No candidate or employee should be disadvantaged by conditions or requirements which cannot be shown to be justified.

Individuals involved in any part of the Appointment Procedure must ensure that the confidentiality of the process and all related information is maintained at all stages. Disclosure of any information and a breach of confidentiality will result in removal from participation in PKC selection processes and may lead to further action.

VACANCY

When a HT/DHT vacancy arises, consideration should be given to the workforce composition and Service needs and priorities. When a decision is made to progress with filling the vacancy, the appropriate documentation will be completed and progressed for approval.

JOB PROFILE

Generic job profiles for HT and DHT, as agreed through LNCT, should be used. The job profile outlines the job purpose, main accountabilities and job specific requirements.

JOB SIZING

In accordance with the Job Sizing Approval Process, prior to a vacancy being advertised, a job sizing questionnaire should be completed by the HT or senior manager and verified by management and the Trade Union co-ordinator.

ADVERTISING

Vacancies approved for advertising will be advertised through the national recruitment portal myjobscotland.gov.uk.

The advertisement will contain information about the role and the school as well as links to other relevant information such as the school webpage and the benefits of working and living in Perth and Kinross.

Candidates will be invited to apply by completing a generic application form.

INITIAL APPLICATION SCREENING

Initial screening must provide for robust professional assessment to ensure that candidates going forward for selection are appropriately qualified and satisfy the essential criteria for the post, as per the job profile.

This will therefore be carried out by the Education Officers who will subsequently inform the Elected Member(s) and Parent Council interview panel members of the reasons for their recommended, suitable candidates.

SELECTION

The assessment activities for each vacancy will be determined by the nominated representative(s) of the Executive Director (ECS) at the outset of the vacancy being identified and will be proportionate and relevant to the skills required for that particular school. Candidates will complete a range of activities to assess their core skills based on the job profile and GTCS Professional Standards to determine suitability for the post.

The selection process will consist of two distinct stages, however, in recognising that there may be differing recruitment challenges between primary and secondary HT/DHT posts, the optional assessment activities may be conducted at Stage 1 and/or Stage 2.

Stage 1 – Technical Assessment

- A professional discussion with ECS officers to assess technical knowledge and understanding, aligned to the GTCS Standard for Leadership and Management.

Candidates who have participated in a professional discussion as part of a HT/DHT selection process within the previous six months and presented to stage 2 will not be required to repeat the technical assessment.

Optional assessment activities that can be conducted at Stage 1 or 2, include, but not exclusively:

- Tour of school
- Online assessment tools such as occupational personality questionnaires
- Interaction with the school community which may include pupils, staff, parents and Parent Council members
- Group Exercises
- Briefing paper on an educational issue

Candidates from Stage 1 who are deemed appointable to the post will be recommended to Parent Council member(s) on the interview panel for presentation to Stage 2.

Stage 2 - Assessment

The assessment will comprise of:

- Unseen scenario presented to candidates on arrival for which candidates will be required to give a presentation at interview
- Formal interview, including relevant questions relating to assessments and safeguarding questions to ensure the Council is fulfilling its responsibilities to protect our children and young people from potential harm.

Assessors of the activities 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 job profile, GTCS Professional Standards and suitability to the post.

In advance of interview at Stage 2, the interview panel will agree the questions and will be provided with the following:

- Job Profile
- Application Form for each candidate
- Guidance Notes on participating on an interview panel
- A summary of the observations and assessments for each candidate on their performance in each activity to support decision making

The Chair of the interview panel will remind other panel members of the protocols for participating on an interview panel and ensure there are no conflicts of interest.

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.

Interview Panel Membership

The interview panel will comprise of Education Authority representative(s), Elected Member(s), Parent Council member(s) if they choose to be represented. For denominational schools, the appropriate Church representative will form part of the interview panel. Fuller details of the interview panel composition are outlined in Appendix A. Consideration should be given to ensure a gender balance.

The chair will have both a deliberative and casting vote.

Under the Scottish Schools (Parental Involvement) Act 2006, the Parent Council can choose whether or not it wishes to be represented in the interview panel.

APPOINTMENT

When all interviews are complete, the interview panel will agree the preferred candidate most suited to the post. The panel Chair will have the deliberative and casting vote where the panel is unable to reach a consensus.

The Chair is responsible for ensuring that all documentation is completed and is passed to the Recruitment Team to progress.

A conditional offer of appointment subject to pre-employment checks will be issued, in writing, to the successful candidate.

Once satisfactory pre-employment checks have been received and checked for the preferred candidate, a formal offer should be made with confirmation of the agreed start date. Appropriate induction arrangements should be made.

Where the interview panel deems that there is no suitable candidate for appointment after interview, it may be recommended that the post is re-advertised. If it is deemed there are no suitable candidates at stage 1, ECS officers may recommend that the post be re-advertised.

As part of the decision making process, the panel may also consider if there is a second appointable candidate, should the preferred candidate not accept the offer or pre-employment checks are unsatisfactory. Alternatively it may be the panel recommend, in such circumstances, that the post be re-advertised.

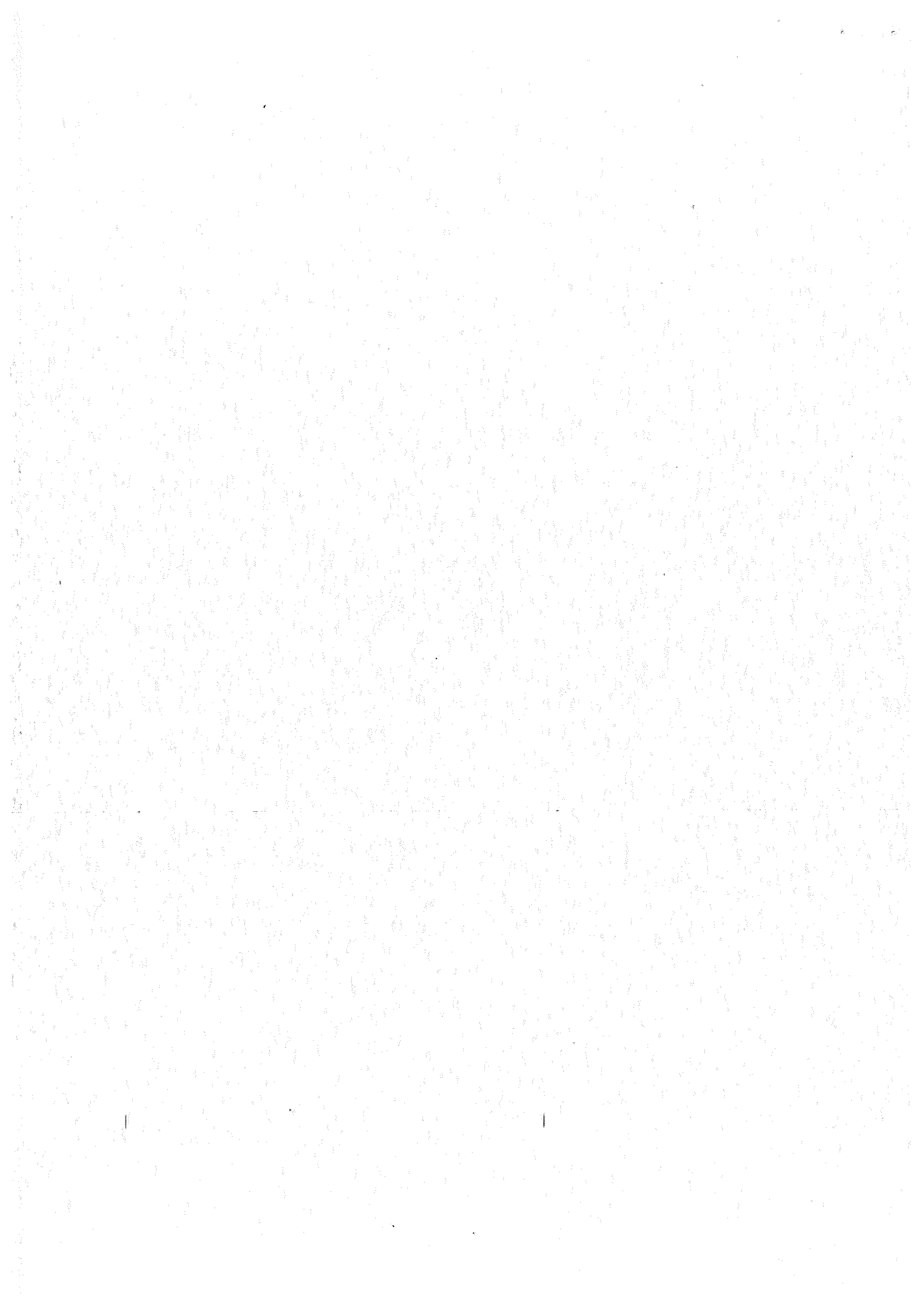
TRAINING

Anyone involved in the recruitment and selection process will require to undergo relevant training and guidance prior to their involvement. Training will be proportionate, relevant and up-to-date.

Failure to adhere to the Council's recruitment and selection policy, guidance and relevant legislation could result in further training or removal from participation in PKC selection processes.

REVIEW

Changes to this Agreement will be through the agreement of Life Long Learning Committee and in consultation with the LNCT.



HEADTEACHER/DEPUTE HEADTEACHER APPOINTMENT PROCEDURE

LOCAL AGREEMENT – MARCH 2018

Responsibility for the appointment to Headteacher posts will be undertaken by the Executive Director (Education and Children’s Services (ECS)) (or representative).

Responsibility for the appointment to Depute Headteacher posts, and chairing the interview panel, will be undertaken by the school’s Headteacher (or the Executive Director (Education and Children’s Services) nominated representative).

Interview Panel

The Scottish Schools (Parental Involvement) Act 2006 states that:

- One third of the panel must comprise of a parent member of the Parent Council or a person nominated by the Parent Council (if the Parent Council choose to be represented)
- For Headteacher appointments, the chair must be someone nominated by the authority, normally an Elected Member or a representative of the Executive Director (ECS)
- For Depute Headteacher appointments, the chair should normally be the Headteacher of the school to which the appointment is to be made.

Options for interview panels would therefore be:

Option 1	Option 2	Option 3	Option 4
1 x Education authority rep (HT for DHT appointments)	2 x Education Authority Reps	1 x Education Authority rep	2 x Education Authority Reps
1 x Elected member	1 x Elected member	2 x Elected members	2 x Elected members
1 x Parent Council representative	2 x Parent Council representatives	2 x Parent Council reps	2 x Parent Council reps
Panel size - 3	Panel size – 5	Panel size – 5	Panel size - 6

Church Representation on Interview Panel

For denominational schools, the appropriate Church representative will form part of panel for permanent Headteacher and Depute Headteacher appointments. To ensure the Parent Council still have one third membership, there would be 2 parent council reps, 1 Authority Rep and 1 Elected Member as a minimum for denominational school appointments.