

EAST AYRSHIRE COUNCIL

**JOINT NEGOTIATING COMMITTEE
FOR TEACHING STAFF – 4 OCTOBER 2007**

**APPOINTMENT OF STAFF TO PROMOTED POSTS IN EARLY YEARS, PRIMARY,
SECONDARY AND SPECIAL SCHOOL ESTABLISHMENTS**

Report by Executive Director of Educational and Social Services

1. PURPOSE

- 1.1** To seek agreement on a revised scheme for the appointment of staff to promoted posts in Early Years, Primary, Secondary and Special School establishments.(Standard Circular 16)

2. BACKGROUND

- 2.1** With the introduction of Parent Councils as part of the Scottish Schools (Parental Involvement) Act 2006 a revision to Standard Circular 16 was required.

3. PROPOSAL

- 3.1** The proposed revised circular is attached as Appendix 1.

4 POLICY / FINANCIAL/COMMUNITY PLANNING/RISK IMPLICATIONS

- 4.1** None

5 RECOMMENDATIONS

- 5.1** It is recommended that Members:-

- (i)** agree the revised scheme for the appointment of staff to promoted posts in Early Years, Primary, Secondary and Special School Establishments.
- (ii)** otherwise note the contents of the report.

Graham Short
Executive Director of Educational and Social Services

KMCK/KG
20 September 2007

Members requiring further information should contact Kenneth McKinlay, Acting Head of Service: Schools (01563) 576126

LIST OF BACKGROUND PAPERS

Nil

Implementation Officer: Kenneth McKinlay, Acting Head of Service: Schools Support.

EAST AYRSHIRE COUNCIL : DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES

**SCHEME FOR THE APPOINTMENT OF STAFF TO PROMOTED POSTS IN EARLY YEARS,
PRIMARY, SECONDARY, AND SPECIAL SCHOOL ESTABLISHMENTS**

Reference:

- (a) "A Teaching Profession for the 21st Century"
- (b) SNCT 24: Job Sizing
- (c) SNCT 28: Job Sizing – Criteria to be Considered in Determining the Need for a Review of the Size of Promoted Posts
- (d) JNCT 5A: Management Structures in Schools (Primary)
- (e) JNCT 5B: Management Structures in Schools (Secondary)
- (f) JNCT 7: Duties of Teachers, Principal Teachers and Depute Head Teachers
- (g) Scottish Schools (Parental Involvement) Act 2006
- (h) Standard Circular 16(a)

1. INTRODUCTION

- 1.1 This circular gives general information and guidance about the filling of promoted posts in early years, primary, secondary and special schools in East Ayrshire Council.
- 1.2 East Ayrshire Council is an equal opportunities employer. The general aim of the equal opportunities policy is to ensure that no job applicant 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 job applicant or employee should be disadvantaged by conditions or requirements which cannot be shown to be justified.
- 1.3 All permanent promoted posts in early years, primary, secondary and special schools are normally advertised nationally through the public press. Temporary vacancies may be filled without national advertisement.
- 1.4 Application for promoted posts can be made by any teacher who is registered with the General Teaching Council for Scotland; or for those posts where a teaching qualification is not required, application can be made by any person with relevant experience.
- 1.5 Full account will be taken of the professional qualifications and of the length and nature of the teaching service and other relevant experience of each candidate.
- 1.6 The authority will fulfil its statutory obligations in relation to the filling of promoted posts in denominational schools.
- 1.7 Recommendations for appointment to promoted posts will be made by appointment committees. The membership of these committees is described further below.
- 1.8 Canvassing of a member of an appointment committee, whether directly or indirectly, by any applicant for a promoted post may disqualify the applicant from consideration for the post in question.
- 1.9 Appointment committees will not, other than in exceptional circumstances, consist solely of members of one sex.

- 1.10 The Executive Director of Educational and Social Services or any officer of the education authority nominated by him or her is entitled to attend any of the proceedings of an appointment committee as an assessor.
- 1.11 Members of an appointment committee (including assessors) must declare in advance to a member of the Education Directorate any relationships or close friendship with any of the candidates which to an outsider could suggest bias which might be a factor in any professional judgement made during the selection process. A member of the Education Directorate will then assess whether or not any substitution is necessary.
- 1.12 Application for promoted posts must be made on the appropriate form which can be obtained from Personnel (Education) Services, Rennie Street Office, Rennie Street, Kilmarnock, Tel 01563 578112. Applicants will normally inform their Head Teacher in order that an appropriate report will be available when requested.
- 1.13 Reference reports will be requested only for candidates who are being called for interview. Reports on candidates who are Head Teachers will be written by a member of the education directorate. Head Teachers should contact the appropriate member of the directorate in good time so that reports can be compiled. Reports on candidates from another authority will be obtained from the Head Teacher of their school or a member of the education directorate from that authority. Candidates may also submit a copy of one testimonial.
- 1.14 East Ayrshire Council is committed to a policy of openness and accountability in keeping with which all candidates for appointment should have access to reports written about them and should have the opportunity to discuss them with the appropriate member(s) of promoted staff. Candidates will be given a copy of any such report on request. It should be noted that any candidate not in agreement with their report can state this when signing the report.
- 1.15 Preparing for an interview and the interview itself can be a valuable learning experience for candidates. All candidates who are interviewed will have the opportunity, should they so wish, to discuss their performance at a later date with one of the authority's representatives on the appointment committee.
- 1.16 Training for all those involved in the selection process is of the utmost importance. Resource materials are available to support Elected Members, Parent Council nominees and staff who will participate in Appointment Committees.
- 1.17 East Ayrshire Council operates a job sharing scheme for teachers. Details of the scheme are described in Standard Circular No 54, copies of which are available in schools and council offices.

2. APPOINTMENT COMMITTEES INVOLVING PARENT COUNCIL NOMINEES

- 2.1 Interviews for posts of Head Teacher and Depute Head Teacher will be conducted by an appointment committee which takes full account of the Scottish Schools (Parental Involvement) Act 2006. These arrangements are described in SC16(a).
- 2.2 An appointment committee must consist of persons nominated by the education authority and the parent council. In addition the Head Teacher of the school is present as chairperson when the appointment of a Depute Head Teacher is being considered.
- 2.3 Any vacancy in an appointment committee can only be filled by a further nomination by the body which nominated the person whose place has become vacant. There may be circumstances in which one nominee from either the education authority or the parent council may step down in order that the appointment committee can proceed with equal numbers.

3. APPOINTMENT COMMITTEES NOT INVOLVING PARENT COUNCIL NOMINEES

- 3.1 Posts of Principal Teacher will be filled by appointment committees consisting of:

- the Head Teacher of the school as chairperson who will have a deliberative and a casting vote
- a teacher of equivalent rank nominated by the Head Teacher
- a representative of the Executive Director of Educational and Social Services who will normally be a Head Teacher or other senior member of staff

No two members of the appointment committee should be members of staff of the same school.

3.2 Detailed procedures for the filling of posts at this level are described in the document 'Arrangements for the Appointment of Principal Teachers' which is attached as Appendix A to this circular. In addition, Head Teachers should make use as appropriate of Appendices from Standard Circular 16(a).

4. CHILD PROTECTION

4.1 All new appointments will be subject to screening by the Personnel Section. Such screening will take account of:

- the Rehabilitation of Offenders Act, 1974 (Exceptions) Order 1975
- Specific statutes and regulations giving adults suitability to work with children

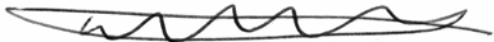
To fulfil these requirements all successful applicants will be subject to checks under the arrangements for Disclosure Scotland. Further guidance on this and related matters has been issued by Corporate Personnel in February 2003.

5. PRINCIPAL TEACHER POSTS

5.1 The duties of a Principal Teacher are as outlined in 'A Teaching Profession for the 21st Century' and JNCT Circular 7. These duties are outlined as Appendix B.

6. CHANGES TO THE SCHEME

6.1 Negotiation will take place through the Joint Negotiating Committee for Teachers before making any major departure from these procedures.



Graham Short
Executive Director of Educational and Social Services

August 2007

EAST AYRSHIRE COUNCIL

DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES

ARRANGEMENTS FOR THE APPOINTMENT OF PRINCIPAL TEACHERS

1. APPLICATION AND REPORTS

Applications should be forwarded to the Head Teacher of the school with the vacancy. Applications will be acknowledged by the Head Teacher.

Applicants who hold promoted posts and who are affected by school rationalisation arrangements should clearly indicate this at the top of the form.

Reports on leeted candidates should be requested by the Head Teacher in advance of the interview. When providing reports, referees should offer comments specifically related to the teacher's skills, experience and potential to execute the duties of the promoted post for which application is being made.

It is important that reports should be both fair to candidates and helpful to appointment panels.

2. REMIT OF POSTS

Applicants will be issued with an application form, job description, school profile and person specification relating to the specific post following an expression of interest in the post and request for details.

3. THE APPOINTMENT COMMITTEE

For each school in which a promoted post is to be filled, an appointment panel will be formed. The panel will be responsible for both the drawing up of a leet for interview and for the conduct of the interview.

Each panel will consist of three members as follows:

- the Head Teacher of the school as chairperson who will have a deliberative and a casting vote
- a teacher of equivalent rank nominated by the Head Teacher
- a representative of the Executive Director of Educational and Social Services who will normally be a Head Teacher or other senior member of staff

No two members of the committee should be members of staff of the same establishment.

4. DECLARATION OF INTEREST

Members of the appointment committee must declare in advance to a member of the Education Directorate any relationship or close friendship with any one of the candidates which, to an outsider, could suggest bias which might be a factor in any professional judgement which would be made at the interview. A member of the Education Directorate will then assess whether or not any substitution is necessary.

5. EQUAL OPPORTUNITIES

East Ayrshire Council is an equal opportunities employer. Appointment panels must seek to promote equal opportunities at all stages of the appointment process.

6. LEETING ARRANGEMENTS

As soon as practicable after receipt of applications the Head Teacher must convene a meeting of the appointment committee. The members of the committee will be given access to all of the applications. For each vacant post a leet of at least 3 candidates will be selected. If a leet of at least 3 candidates is not possible, then the post should be readvertised. Where two posts of the same kind are to be filled in the school, the leet shall contain at least 5 names.

The leet should be intimated to a member of the Education Directorate immediately after it is drawn up. This will normally be for information only. Candidates who are to be called for interview should be informed by the Head Teacher without delay. Other candidates should be informed of the position by the Head Teacher as soon as possible thereafter.

It is essential that leeting decisions are based on justifiable criteria which must be applied impartially to all candidates. **A formal note of the leeting meeting must be taken and retained and specific reasons must be provided in justification of the selection of candidates for interview.** Any enquires will be dealt with in the first instance by the Head Teacher who will have overall responsibility for the decisions taken.

Applicants who have been "displaced" from an equivalent post as a result of any school rationalisation programme **must** be included in the leet.

In drawing up leets, panels will wish to consider the following criteria:

- the experience of the candidate as described in his/her application in terms of qualification, current and previous employment, experience, continuing professional development and length of service
- the suitability of the candidate for the particular remit

Committees may add their own criteria and a careful note of these should be kept.

7. INTERVIEW ARRANGEMENTS

Interviews should be arranged and conducted in accordance with the procedures set out in Standard Circular 16 and 16a. Particular attention should be paid to the following points:

- reports on all leeted candidates should be requested and available for the appointment panel
- the appointment committee should meet beforehand to discuss the criteria for the assessment of candidates and the questions to be asked
- devoting the first part of the interview to a presentation by the candidates on an educational topic of which they will have been informed in advance. The initial questioning may relate to the presentation. This should not occupy more than 25% of the allotted interview time
- questions should be common to all candidates, though follow-up questions may vary
- every effort must be made to keep as closely as possible to the timing and duration of interviews
- a suitable room should be available as a waiting area for candidates

- consideration should be given to the nature and accessibility of the rooms to be used for the interview in relation to the particular requirements of any candidate who may be disabled
- all notes on both the leeting and interviewing processes should be retained for six months after the interviews

8. APPOINTMENT

Following the interviews and taking into account interview performance, the quality of the application form and Head Teacher's report, the appointment panel should determine:

- which candidate it would recommend for appointment to the post
- an order of preference among the candidates considered suitable for appointment

This information (including name, address and current post) should be conveyed immediately to the Head of Service: Schools.

EAST AYRSHIRE COUNCIL
DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES
PRINCIPAL TEACHER DUTIES

1. PRINCIPAL TEACHER DUTIES

- 1.1 The duties of a Principal Teacher working in East Ayrshire Council are defined in the duties for Principal Teachers set out in Annex B of the agreement 'A Teaching Profession for the 21st Century'. These are stated in paragraph 4 below. In addition, all Principal Teachers will undertake the duties associated with the role of teacher which is outlined in JNCT Circular 7 and 'A Teaching Profession for the 21st Century'.

2. KEY RESPONSIBILITY AREAS

- 2.1 The following four key responsibility areas for promoted posts established by the Scottish Negotiating Committee for Teachers, apply to all Principal Teacher posts within East Ayrshire Council.
- 2.1.1 Responsibility for the leadership, good management and strategic direction of colleagues.
 - 2.1.2 Responsibility for curriculum development and quality assurance.
 - 2.1.3 Responsibility for whole school policy and implementation.
 - 2.1.4 Responsibility for working with partners.
- 2.2 The duties of teachers will apply also to Principal Teachers. The Standard for Full Registration agreed by the General Teaching Council for Scotland (GTCS) is applicable within East Ayrshire Council and is used to support the definition of the specific duties.
- 2.3 The salary of a Principal Teacher will be determined by applying the job-sizing toolkit agreed at the SNCT. Appointment to the post of principal teacher will be through the process described in Standard Circular 16, or any subsequent policies which replace it.

3. ALLOCATION OF DUTIES

- 3.1 Principal Teachers working with East Ayrshire Council will be under the direction of the head teacher in accordance with the policies of the school, and the Department of Educational and Social Services.
- 3.2 Following appropriate consultation, each principal teacher's line manager will determine the particular tasks, as outlined in Annex B of 'A Teaching Profession for the 21st Century', to be carried out and which may vary as required. Tasks should be capable of being carried out within contractual time and will have reasonable regard to teacher workload.

4. PRINCIPAL TEACHER (CURRICULUM/PASTORAL)

- (a) Responsibility for the leadership, good management and strategic direction of colleagues.
- (b) Curriculum development and quality assurance.
- (c) Contributing to the development of school policy in relation to the behaviour management of pupils.
- (d) The management and guidance of colleagues.
- (e) Reviewing the CPD needs, career development and performance of colleagues.
- (f) The provision of advice, support and guidance to colleagues.
- (g) Responsibility for the leadership, good management and strategic direction of pastoral care within the school.

- (h) The development of school policy for the behaviour management of pupils.
- (i) Assisting in the management, deployment and development of pastoral care staff.
- (j) Implementation of whole school policies dealing with guidance issues, pastoral care, assessment and pupil welfare.
- (k) Working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate.