

REPORT TO: EDUCATION COMMITTEE - 25th JUNE 2007

REPORT ON: APPOINTMENT PROCEDURES - HEAD TEACHER AND DEPUTE HEAD TEACHER POSTS

REPORT BY: DIRECTOR OF EDUCATION AND ASSISTANT CHIEF EXECUTIVE (MANAGEMENT)

REPORT NO: 320-2007

1.0 PURPOSE OF REPORT

1.1 To obtain Committee approval of revised appointment procedures for Head Teacher and Depute Head Teacher posts.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee

- i. approve the proposals included in this report; and
- ii. instruct the Director of Education to arrange to inform Scottish Ministers and any Parent Councils established for Dundee City schools of these revised procedures.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications.

4.0 SUSTAINABILITY POLICY IMPLICATIONS

4.1 None.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 The appointment procedures recommended to Committee and set out in section 7 of this report reflect the City Council's policies on equal opportunities and fair selection.

6.0 BACKGROUND

6.1 Regulations made under the Scottish Schools (Parental Involvement) Act 2006 (the Act) necessitate that the Council revise its appointment procedures for Head Teacher and Depute Head Teacher posts in schools. The Act requires the education authority to inform the Scottish Ministers and any Parent Council established for a school in its area about these procedures.

6.2 The Regulations:

- (a) provide for parental involvement in the process relating to the appointment of Head Teachers and Depute Head Teachers;

- (b) require an education authority to involve the Parent Council, as the representative body within each school of parents at that school, in specified stages of the appointment process;
- (c) oblige an education authority to consult with, and have regard to the views of the relevant Parent Council, when preparing their strategies, and job or person specifications, relative to such appointments;
- (d) require an education authority to invite the Parent Council to participate in preparing a short list of candidates for the post concerned. Provision is made as to the manner and extent to which the Parent Council is to be represented, where it wishes to participate. An exception is made in circumstances where, following consultation, the education authority decides instead to fill a post by means of redeploying an existing Head Teacher or Depute Head Teacher currently employed elsewhere, in which event the Parent Council has no further involvement in the appointment process;
- (e) requires an education authority to set up an appointment panel, to consider the short list of candidates, and to make recommendations to the authority for appointment. The authority must invite the Parent Council to be represented on the appointment panel. Provision is made as to the manner and extent to which the Parent Council is to be represented on the panel.
- (f) detail who may chair an appointment panel. That person has a casting vote in regard to any recommendation to be made to an education authority concerning an appointment; and
- (g) provide that no-one with a material interest can participate in the short list procedure, or sit on an appointment panel.

7.0 APPOINTMENT PROCEDURES

- 7.1** The Director of Education in conjunction with the Assistant Chief Executive (Management) will assess the need to fill vacancies for Head Teacher/Depute Head Teacher posts having regard to appropriate Scottish Executive circulars and locally negotiated agreements on promoted teaching post structures.
- 7.2** Where a school has a Parent Council the Parent Council will be consulted for its views on any strategy for filling a Head Teacher/Depute Head Teacher vacancy eg. filling of a vacant Head Teacher post by the redeployment of an existing Head Teacher currently employed elsewhere within the authority. The Parent Council will also be consulted when preparing any job or person specification for the vacant post.
- 7.3** Where an appointment is to be made, other than by redeployment, a short list of candidates will be prepared and an appointment panel set up to consider the short list of candidates and to make recommendations to the authority for the appointment of a person to fill the post. Any Parent Council established for the school to which the appointment is to be made will be invited to participate in related to the preparation of the short list of candidates and to be represented on the appointment panel.
- 7.4** The appendix to this report details the composition of the appointment panel for Head Teacher posts and the appointment panel for Depute Head Teacher posts.
- 7.5** In accord with Council policy all members of the appointment panels will require to have undergone the Council's recruitment and selection training.

7.6 The administrative arrangements for Head Teacher and Depute Head Teacher appointments should be in accord with the general recruitment and selection procedures adopted by the Council.

8.0 CONSULTATION

8.1 This report has been subject to consultation with the Chief Executive, Depute Chief Executive (Finance), Depute Chief Executive (Support Services) and the Teachers Unions.

9.0 BACKGROUND PAPERS

The following Background Papers were relied upon in preparation of this Report:

Scottish Schools (Parental Involvement) Act 2006
Scottish Statutory Instrument 2007 No. 132
The Parental Involvement in Head Teacher and Depute Head Teacher Appointments (Scotland) Regulations 2007

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June 2007

AW/AHW/DD

**COMPOSITION OF APPOINTMENT PANELS FOR HEAD TEACHER AND
DEPUTE HEAD TEACHER POSTS - OPTIONS**

A HEAD TEACHER POSTS

Education Committee Members	Directorate	Parent Council
Convener of Education or nominated representative (Chair) - 1 Member of Administration or Minor Opposition - 1 Member of Major Opposition	Director of Education or nominated representative	2 - Parent Council representative***

B DEPUTE HEAD TEACHER POSTS

Chair	Directorate	Parent Council
Head Teacher	Head of Service**	Parent Council representative

Notes:

- a) *For posts where there is no Parent Council the representation on the appointment panel will be increased by a member of the administration.
- b) **For posts where there is no Parent Council the Directorate representation will be increased by including a peer Depute Head Teacher.
- c) ***The Parent Council representative can be a panel member of the Parent Council or a person who is not a member of the Parent Council, but has been requested by the Council, to assist it in discharging its functions in connection with the appointment process.
- d) The Roman Catholic representative on the Education Committee will continue to approve teachers as regards their religious belief and character for appointments where the post is one in a Roman Catholic school and will be eligible to sit on appointment panel representing the school and in addition to the 2 Parent Council representatives.
- e) The Chairperson will chair the deliberation of the appointment panel and in the case of equality of votes shall have a second or casting vote.
- f) The quorum for appointment panels will be 3 - 1 from each of the representative groupings detailed in A and B above.
- g) The Assistant Chief Executive (Management) or nominated representative may attend appointment panels in an advisory capacity.