

**REPORT TO: DUNDEE CITY COUNCIL EDUCATION COMMITTEE - 22 MAY 2000**

**REPORT ON: APPOINTMENT PROCEDURES - HEADTEACHER POSTS IN DENOMINATIONAL SCHOOLS**

**REPORT BY: DIRECTOR OF EDUCATION**

**REPORT NO: 338-2000**

## **1.0 PURPOSE OF REPORT**

- 1.1 This report requests the Committee to approve an amendment to the composition of appointment panels for headteacher posts in denominational schools to include the RC Representative on the Education Committee as one of the three Education Committee members.

## **2.0 RECOMMENDATIONS**

The Education Committee is recommended to approve the alterations to the procedures for appointments panels contained in the appendix to this report.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 Nil

## **4.0 LOCAL AGENDA 21 IMPLICATIONS**

- 4.1 Nil

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 The revised composition for interview panels recommended to the Committee and set out in the appendix to this report are in accord with the City Council's policies in equal opportunity and fair selection.

## **6.0 BACKGROUND**

- 6.1 The appointment procedures currently in operation for promoted teaching posts were approved by the Education Committee at its meeting on 16 December 1996 (Report No. 576/96 refers). These were subsequently amended by the Committee on 15 June 1998 (Report No. 451/98 refers).
- 6.2 The composition of the appointment panel for headteachers includes two members of the Education Committee (one of whom is the Convener of Education or his nominated representative who is chair of the panel) and two members of the School Board. Where there is no School Board the panel comprises three members of the Education Committee.
- 6.3 Where the post is in a denominational school the RC Representative on the Education Committee is required to approve the successful candidate as regards his / her religious belief and character. As a member of the Education Committee he is also eligible to sit on appointment panels.
- 6.4 These arrangements meet the statutory provisions relating to the appointment of senior teaching staff contained in Schedule 2 to the School Boards (Scotland) Act 1988.

## **7.0 CURRENT SITUATION**

- 7.1 The procedures outlined above have operated since December 1996. Previously the RC Representative on the Education Committee was a member of all appointment panels for senior posts in denominational schools.
- 7.2 The RC representative on the Education Committee has requested that he be included as a member of all Appointment Panels for Headteachers in denominational schools to allow greater input on aspects relevant to the particular ethos of these schools.

## **8.0 PROPOSAL**

- 8.1 It is proposed to amend the composition of appointment panels for headteachers in denominational schools to include the RC Representative on the Education Committee.
- 8.2 The composition of the appointment panel for headteachers in denominational schools will include two members of the Education Committee (one of whom will be the Convener of Education or his nominated representative who will chair the panel) and the RC Representative on the Education Committee. As there is required to be an equivalent School Board representation the panel will include three members of the School Board. Where there is no School Board the panel

will comprise three members of the Education Committee and the RC Representative on the Education Committee.

- 8.3 For appointment panels for headteachers in non-denominational schools the composition will include three members of the Education Committee (one of whom will be the Convener of Education or nominated representative who will chair the panel) and three members of the School Board. Where there is no School Board the panel will comprise four members of the Education Committee.
- 8.4 The revised proposals for the Composition of Appointments Panels for Promoted Posts will be as set out in the appendix to this report.

## **9.0 CONSULTATION**

- 9.1 This report has been the subject of consultation with the Director of Finance, Director of Support Services and the Teacher Unions

## **10.0 BACKGROUND PAPERS**

- 10.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing the above Report.

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Director of Education

Date

**APPENDIX 1****Composition of Appointment Panels for Promoted Posts**

<b>Post</b>	<b>Head Teacher</b>	<b>Education Committee Member</b>	<b>School Board</b>	<b>Directorate</b>	<b>Peer Teachers</b>	<b>Personnel Dept</b>
Headteacher (School with Board)		3* (1 in Chair-Convener of Education or nominated representative)	3	Director of Education or nominated representative (Advisory Capacity only)		1***
Headteacher (School without Board)		4* (1 in Chair-Convener of Education or nominated representative)		Director of Education or nominated representative (Advisory Capacity only)		1***
Depute Headteacher	1 (Chair)		2**	1 Service Manager	1(DHT/HT)	1***
Assistant Headteacher	1 (Chair)		2**	1 Service Manager	1(AHT/DHT/HT)	
Principal Teacher	1 (Chair)				2(PT+AHT/DHT)	***
Assistant Principal Teacher	1 (Chair)				2 (APT/PT/+AHT/DHT)	***
Senior Teacher (Primary)	1 (Chair)				2 (ST+AHT/DHT)	***
Senior Teacher (Secondary)	1 (Chair)				2 (ST/APT/PT+AHT/DHT)	***

**Notes**

- (a) \* Including RC Representative on the Education Committee if the post is in a denominational school.
- (b) \*\* For posts of Depute/Assistant Headteachers where there is no School Board the appointment panel will comprise the headteacher in the chair, a Service Manager and a Headteacher, Depute or Assistant headteacher from a school not directly affected by the appointment.

- (c) \*\*\* The Director of Personnel and Management Services Officer or his representative may attend appointment panels in an advisory capacity.
- (d) The short-leeting panels for Headteacher posts will comprise the Education Committee members of the Appointment Panel.
- (e) The short-leeting panels for Depute and Assistant Headteacher posts will comprise Headteacher, Service Manager and Peer Teacher.
- (f) Where possible the Education Authority's nominated representative on the appointment committee/interview panel will be the same as for short leeting.
- (g) The Chairperson will chair the deliberations of the appointment committee/interview panel and in the case of an equality to votes shall have a second or casting vote.
- (h) Peer teachers must not be employed in a school directly affected by the appointment and wherever possible be employed on the same grade and in the case of Principal Teachers and Assistant Principal Teacher in the same subject area as the post being filled. They should also have a minimum of three years experience in a post of the same or higher grade as that being filled.
- (i) The involvement of peer teacher is on a voluntary basis and they must disqualify themselves if they are related to or are in close relationship with one of the applicants for the post.
- (j) While every effort will be made to achieve full representation as set out above the quorum for appointment committees/interview panels are as follows:

Headteacher (with School Board)	4	2 Education Committee members and 2 members of School Board
Headteacher (no School Board)	3	Education Committee members
Depute/Assistant Headteacher (with School Board)	3	Headteacher, School Board member and Education Service Manager
Depute/Assistant Headteacher (no School Board)	3	Headteacher, Education Service Manager, Head Teacher, Depute or Assistant Headteacher from a school not directly affected by the appointment
Principal Teacher/Assistant Principal Teacher/Senior Teacher	3	Headteacher, DHT/AHT from another school and Peer Teacher

- (m) For posts below the level of Headteacher an appropriate Adviser may be required to attend meetings or appointment interview panels in an advisory capacity.

- (n) A gender balance within the appointment committee/interview panel should be maintained wherever possible.