

# Education, Children and Families Committee

10am, Tuesday, 15 November 2022

## Headteacher Recruitment Process for all Schools

Executive/routine  
Wards  
Council Commitments

### 1. Recommendations

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- 1.1 The Education, Children and Families Committee is asked to
  - 1.1.1 Approve this Recruitment Process for the appointment of all new, permanent Headteachers to The City of Edinburgh Council.

**Amanda Hatton**

Executive Director of Education and Children's Services

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## Headteacher Recruitment Process for all Schools.

### 2. Executive Summary

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- 2.1 This paper sets out the recruitment process for all new, permanent Headteacher posts across the City of Edinburgh Council.

### 3. Background

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- 3.1 The recruitment of Headteachers across Early, Special, Primary and Secondary schools requires a consistent and uniform approach to ensure an equitable process for all applicants, while also ensuring the involvement of our school communities. This paper sets out a clear framework for the recruitment of all new, permanent Headteachers to The City of Edinburgh Council, across all sectors and equally to internal and external job applicants.

### 4. Main report

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- 4.1 The recruitment and selection procedure for a Head Teacher will normally be completed in one school term. The Schools & Lifelong Learning Senior Manager will be responsible for leading the procedure but can delegate to another Senior Education Manager.
- 4.2 The composition of interview panels across each sector is detailed in Appendix 1. The same two parents should be involved in both the long and short leet interviews. Peer Head Teachers from the appropriate sector are involved only at the long-leet interviews.
- 4.3 Where a Parent Council is established (or a group of parents if no Parent Council exists), that Parent Council will be involved in the appointment of the Head Teacher at that school, working with the Senior Education Manager to help inform the person specification and interview questions for candidates. The Parent Council will nominate two trained members to participate in the screening process, long-leet and short-leet interviews.
- 4.4 All Head Teacher vacancies will be advertised through MyJobScotland. Screening for long-leet interview candidates will be undertaken by Council Officers, the Peer Head Teacher and nominated Parent Council members, who will identify appropriate

interview questions. These will include an equalities question at either the long-leet or short-leet interviews.

- 4.5 Candidates applying for posts in Roman Catholic Schools must seek and receive approval from the Archdiocese of St Andrews and Edinburgh before they can take up post. Long-leet candidates must confirm with the coordinating officer that this approval has been granted before interview.
- 4.6 Long-leet interviews will take place in school and comprise of a school walk-round, pupil engagement panel and six questions, the first question being the candidate's School Vision under Edinburgh Learns for Life. At the end of these interviews, the long-leet panel will select candidates for short leet-interview and identify appropriate interview questions for short-leet interviews.
- 4.7 Short-leet interviews will comprise of an online 'assessment centre' comprising of three written leadership tasks, followed by the short-leet interview, which will take place at City Chambers or Waverley Court and comprise six questions.
- 4.8 If any panel member is unable to attend the short-leet interview, the Lead Officer will liaise with the appropriate Elected Member (as Chair), to seek a solution to enable the procedure to be concluded. Every effort will be made by the panels to reach an unanimously agreed decision. The Chair will have the casting vote in the event of a "hung panel". In the absence of Committee Members e.g. prior to election, a Senior Manager will step in to fulfil their role.
- 4.9 The short-leet panel will identify a nominated candidate and seek approval from the Director of Children and Families to progress with appointment, subject to any outstanding pre-employment checks.

## **5. Next Steps**

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- 5.1 Following Committee approval, the new recruitment process will be shared with all Head Teachers and Senior Officers.

## **6. Financial impact**

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- 6.1 There should be no financial impact from this process.

## **7. Stakeholder/Community Impact**

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- 7.1 Stakeholders and school communities will be actively involved in the recruitment process for the new Head Teacher of their local school.

## **8. Background reading/external references**

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n/a

## **9. Appendices**

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9.1 Appendix 1 – Interview Panel Composition

**RECRUITMENT AND SELECTION PANEL COMPOSITION**  
**HEAD TEACHER APPOINTMENTS**

<b>Sector</b>	<b>Stage</b>	<b>Panel Membership</b>
Primary	Long-leet Interview	Locality Senior Education Manager (chair and lead) QIEM/QIEO (coordinator) Peer Head Teacher from Primary Sector (Denominational where appropriate) 2 Parent Council Members
	Short-leet Interview	Locality SEM QIM/QIO 2 Parent Council Members 2 Members of the Education, Children and Families Committee, (1 will chair) – 1 denominational representative as appropriate
Secondary	Long-leet Interview	Locality Senior Education Manager (chair and lead) QIEM/QIEO (coordinator) Peer Head Teacher from Secondary Sector (Denominational where appropriate) 2 Parent Council Members
	Short-leet Interview	Locality SEM QIM/QIO 2 Parent Council Members 2 Members of the Education, Children and Families Committee, (1 will chair) – 1 denominational representative as appropriate
Early Years	Long-leet Interview	Locality Senior Education Manager (chair and lead) QIEM/QIEO (coordinator) Peer Head Teacher from Early Years Sector (Denominational where appropriate) 2 Parent Council Members
	Short-leet Interview	Locality SEM QIM/QIO 2 Parent Council Members 2 Members of the Education, Children and Families Committee, (1 will chair) – 1 denominational representative as appropriate
Special	Long-leet Interview	Locality Senior Education Manager (chair and lead) QIEM/QIEO (coordinator) Peer Head Teacher from Special Sector (Denominational where appropriate) 2 Parent Council Members

Appendix 1 – Interview Panel Composition

	Short-leet Interview	Locality SEM QIM/QIO 2 Parent Council Members 2 Members of the Education, Children and Families Committee, (1 will chair) – 1 denominational representative as appropriate
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