

Head Teacher Recruitment and Selection Guide

Aims

- To ensure there is a fair and consistent corporate approach to the process of recruiting to the post of Head Teachers within the City of Edinburgh Council across all sectors.
- To ensure all participants are fully trained in the recruitment and selection process prior to participation.
- To ensure confidentiality is maintained not only at all stages of the procedure, but also upon its conclusion.

Employee Specification for Head Teachers Posts

The Standard for Headship is now an essential requirement for this post. If the successful candidate does not meet this requirement the post may be offered on a temporary basis for a maximum period of 30 months if the panel is satisfied that, on an individual basis, there is a likelihood that the Into Headship qualification will be achieved within this timescale. A permanent contract will be offered only when the course is successfully completed.

If it becomes clear that this essential qualification will not be achieved within 30 months, then the contract will be ended with appropriate notice and the temporary Head Teacher will then revert to a DHT1 post available across the city.

A permanent contract will be offered only when the course is successfully completed. If it becomes clear that this essential qualification will not be achieved within 30 months, then the contract will be ended with appropriate notice and the temporary Headteacher will then revert to an available DHT1 post within the city.

As an equal opportunity employer, The City of Edinburgh Council recognises the benefits that a diverse workforce with different values, beliefs, experience, and backgrounds brings. We are committed to building an inclusive recruitment culture where all people feel valued, included, and able to be at their best. All candidates will be given the opportunity to demonstrate their ability regardless of age, disability, sex, gender, race, marital status, sexual orientation, religious or political beliefs.

Protected characteristics have been omitted from application forms. This has been done to remove bias from our recruitment approach to ensure there is consistent and fair selection process. Further information can be found in the Recruitment and Selection Policy https://orb.edinburgh.gov.uk/downloads/file/11001/revised_recruitment_and_selection_policy

A Head Teacher's post is regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. Where an individual has spent a continuous period of 3 months or more out with the UK in the last five years, an Overseas Criminal Record Check will be required. The preferred candidate will be required to provide this check. An unconditional offer

of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.

All Headteacher posts are advertised on myjobscotland for two weeks. After the job closes all panel members will be emailed the received application forms to read prior to the screening meeting. The panel must treat all application forms with strictest confidence and not share the content with anyone. All application forms must be deleted after use. The panel will receive the job description and person specification for the post and the relevant applications at each stage of the recruitment process.

Ahead of the interview, panel members should read each applicant's application form thoroughly and look for evidence that they are able to satisfy the aspects contained within the job description and the person specification. Interviewers should prepare questions for the long and short leet interviews.

The long-leet interviews should take place no later than two weeks after the closing date. Applicants are to be given at least seven days' notice of an interview date (long leet and short leet).

Recruitment and Selection Process: Permanent Head Teacher Posts

Screening Meeting	Chaired by Head of Education
Walk-around/Tour of the School	Organised and lead by the Senior Education Officer (SEO)
Pupil Engagement Panel	Organised and lead by the Senior Education Officer
Long-leet Interview	Chaired by the Head of Education
Assessment Centre tasks	Organised by the Quality Improvement Manager (QIM) or Quality Improvement Education Officer (QIEO)
Short-leet Interview	Chaired by the Elected Member, Education, Children and Families Committee

Recruitment and Selection Process: Fixed Term/Acting Head Teacher Posts

The process of recruiting a Fixed Term or Acting Headteacher post differs from the process for recruiting permanent Headteachers. Following the screening meeting one interview will be scheduled without a Walk-around and Pupil Engagement Panel. Applicants can make their own arrangements to visit the school prior to their interview.

For a Fixed Term/Acting Headteacher post only, the first question will be sent to applicants one week in advance of their interview. The use of IT is not permitted during an applicant's response, with the exception of interviews taking place on Teams. Applicants can prepare a one-page summary of their response to share with the panel.

Screening Meeting	Primary Posts: Chaired by Senior Education Officer / Head of Education Special Schools and Secondary Posts: Chaired by Head of Education.
Interview including a prepared question presentation (Follow long leet interview procedure)	Primary Posts: Chaired by Senior Education Officer/Head of Education. Special Schools and Secondary Posts: Chaired by Head of Education.

Recruitment and Selection Process

Screening Meeting	Two parents/carers Head of Education/Senior Education Officer (chair and lead) Quality Improvement Manager (QIM)/ Quality Improvement Education Officer (QIEO) (co-ordinator) Assisting Head Teacher from Primary/ Secondary Sector (denominational where appropriate)
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The screening meeting will take place at Waverley Court or on Teams. During this meeting, the interviewers on the selection panel will discuss the application forms received and decide on who to invite to interview. If there are no applicants, the post will be readvertised.

It is your responsibility to declare any actual or potential conflicts of interest. This will safeguard the recruitment process from the possibility of future criticism and ensure a fair selection process.

As part of the Disability Confident Employer Scheme, The City of Edinburgh Council guarantee to interview all disabled applicants who meet the minimum criteria for the vacancies, they are flagged on TalentLink with a score of 1000. Reasonable adjustments for disabled candidates will also be considered at interview at the candidate's request.

Former employees, employees who left through Voluntary Early Release Arrangement (VERA) or Voluntary Redundancy (VR) normally cannot return within one full year of leaving.

It is a legal requirement for all teachers, including those in promoted posts working in Scottish schools to be registered with GTC Scotland. Individuals on the register can only teach in accordance with their registration category, Primary, Secondary (Subject), Further Education and Additional Support Needs.

Applicants who qualified outside Scotland need to apply for registration with GTC Scotland and registration will be awarded in Full or Provisionally if they meet the requirements. Further information can be found on the GTCS website <https://www.gtcs.org.uk/registration/qualified-outside-scotland/qualified-outside-scotland-teacher/>

It is important to highlight the key experiences, skills and knowledge you are looking for so you can quickly evaluate all applications. Applicants who demonstrate the essential requirements of the Person Specification should be invited to interview.

The selection criterion (Appendix One) should be used when reviewing application forms for HTs posts to help identify who to invite for interview.

Head Teacher Person Specification		
	Essential	Desirable
Experience	✓ Successful and varied teaching experience ✓ Proven leadership and management experience and expertise at senior management level within an Education Service ✓ Experience of leading school curriculum ✓ Experience of establishing and developing school policies ✓ Experience of managing the processes of school improvement ✓ Experience of planning, progressing and reviewing the development of school staff ✓ Working in partnership with parents and external agencies ✓ Evidence of experience and expertise in relation to key characteristics of leadership in education, including: ✓ Making considered decisions and taking responsibility for the outcomes ✓ Delegating and sharing leadership ✓ Encouraging, supporting and motivating people, including pupils, staff and parents	Recent successful experience at Depute or Principal Teacher level. Successful leadership of strategic initiatives. Relevant experience in more than one school
Knowledge, Skills and Understanding	✓ Knowledge of national and local authority policies and curriculum developments ✓ Competence in key areas of Standard for Headship in Scotland or equivalent standard	Counselling and arbitration skills
Qualifications and Training	✓ Appointment subject to current and full GTCS Registration	Achieved or studying for Standard for Headship or approved equivalent additional professional qualification
Job Specific Requirements	✓ Commitment to an education service of the highest quality ✓ Commitment of lifelong learning ✓ Ability to communicate effectively. ✓ Ability to work under pressure. ✓ Ability to prioritise and delegate appropriately. ✓ Ability to develop and maintain good working relationships	

If the panel agree that no application have met the job description and person specification, the job will be readvertised. Any applicants that don't meet the criteria should be informed that they have been unsuccessful.

Interview Questions

Six long leet and short leet questions will be agreed. The purpose of the interview questions is to determine what the applicants have to offer, their skills, abilities, and knowledge.

Interview questions must relate to the criteria listed on the person specification. There should be a mixture of competency and behaviour questions.

Competency based interview questions

Competency based interview questions are asked to help you learn about the candidate's skills and knowledge. They allow the panel to determine if the applicant has the level of competency required to succeed in the job.

The first question at the long leet interviews is no longer a prepared question applicants receive in advance. Applicants will receive the first question in advance of their short leet interview for a permanent headteacher post. The first question for the short leet interviews must be about the school vision under Edinburgh Learns for Life.

Applicants will present their response to the prepared question at their short leet interview. Technology can be used to share this response in a short presentation.

For example:

The Edinburgh Learns for Life vision is to create a fairer, healthier, greener future for everyone, where learning for life happens at home, in school, in the wider community, and in the workplace. How would you establish your vision for XXXX School in the short and long term?

In addition, a question must be asked on learning and teaching. This question should include how the applicants gather self-evaluation data to determine next steps in school improvement planning.

For example:

In Edinburgh our goal is for every learner to experience the best teaching and learning in all of our educational settings. How would you ensure all staff can deliver this aspiration? How would you use self-evaluation data to identify your next steps?

The questions should include an equalities question as a core question at either the long leet or short leet interviews.

For example:

How have you created inclusive learning environments in your current post? What impact have your actions had and what adaptations have you made in your plans?

Behaviour interview questions

The City of Edinburgh's behaviours of respect, integrity and flexibility are the foundation for driving positive change in our workplace.

[Read more about our behaviours.](#)



Behaviour interview questions are asked to establish what motivates and drives an applicant, how they think and act, and how they approach their work. The purpose is to determine if an applicant has the character traits required for the post.

For example:

Who inspired your leadership journey and why?

If you were to ask the pupils, their families, and staff in your school, what three words would they use to describe you?

Provide applicants with a maximum of five minutes for their response to each question in order to keep to your interview schedule's running time.

The Quality Improvement Manager (QIM) or Quality Improvement Education Officer (QIEO) will complete the Interview Questions Template with the six questions and possible criteria (Interview Question Template Appendix Two).

Walk-around/Tour of the School	Organised and lead by the Senior Education Officer
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Applicants will be invited for a walk-around/tour of the school with the Senior Education Officer and two/three pupils before their interview takes place. The pupils will lead the tour and answer any questions asked. Where possible this should be arranged to take place on the same day as their Pupil Engagement Meeting and preferable on the same day as the long leet interview.

The walk around/tour provides an applicant with the opportunity to learn more about the school. This knowledge can be used within the applicant's responses to the interview questions.

The Senior Education Officer will finish the tour at the room containing the Pupil Engagement Panel.

Pupil Engagement Panel	Organised and lead by the Senior Education Officer Chaired by the Senior Education Officer
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The Pupil Engagement Panel should follow the applicant's tour of the school and precede their long leet interview. If this is not possible the Senior Education Officer will contact the school to arrange another date for both the tour and the Pupil Engagement Panels prior to the long leet interviews.

The pupils taking part in the Pupil Engagement Panel can be different from the pupils leading the tour.

Applicants will be invited to meet with three senior pupils in a Pupil Engagement Panel. The Panel Meetings will be held in the school/ on Teams. The Senior Education Officer will meet with pupils prior to the panels taking place and agree on three questions to ask. (Pupil Engagement Panel Questions: Appendix Three). The Senior Education Officer will chair the panels. Pupils will decide on what question they will ask at each Pupil Engagement Panel. Following the panel, the Senior Education Officer will gather the pupils' comments and provide a written summary for the recruitment panel's use (Pupil Engagement Panel Feedback Summary: Appendix Four).

Positive feedback from pupils can be shared with unsuccessful applicants.

The Quality Improvement Manager (QIM) Quality Improvement Education Officer (QIEO) will co-ordinate arrangements and put together a schedule. For example:

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
Tour of the school (20 mins)	11.-11.20am	11.45-12.05pm	12.35-12.55pm	1.20-1.40pm
Pupil Engagement Panel (20 mins)	11.20-11.40am	12.05-12.25pm	12.55-1.15pm	1.40-2pm
All interview questions given to the applicants 15 minutes before their interview				
Interview (40 mins)	11.55-12.35pm	12.40-1.20pm	1.30-2.10pm	2.15-2.55pm

Long-leet Interview	Two parents/carers Head of Education (chair and lead) Quality Improvement Manager (QIM) or Quality Improvement Education Officer (QIEO) Assisting Headteacher from Primary/ Secondary Sector (denominational where appropriate)
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The long leet interviews will be held in the school or on Teams. For Acting/Fixed Term posts only, applicants will receive their first question in advance. For question one, five minutes is allocated for

this prepared response and applicants should be given a warning when they have only one minute of this time left.

Prior to the interviews taking place the panel will decide who will ask each question. The Chair will allocate the questions so everyone on the panel asks at least one question. The same interviewer will ask the same question(s) during each interview. After the six questions have been asked, applicants will be asked by the chair if they have anything they wish to add to support their application or if they have any questions.

As outlined in the LNCT agreement, applicants should be given the questions they will be asked to consider at least 15 minutes prior to interview. Each candidate must be given the same questions, which must be chosen based on the identified competencies for the post. The questions will be emailed to all applicants by Administrative Support.

The Quality Improvement Manager (QIM) or Quality Improvement Education Officer (QIEO) will share with the panel the written feedback summary from the pupil engagement panels after all long leet interviews have taken place.

The panel will decide on who is going forward to short leet interview. If the panel agrees that there are no applicants who meet the job description and person specification in their responses to the questions, the job will be readvertised. The panel will decide on the six short leet questions.

Assessment Centre tasks	Organised by the Quality Improvement Manager (QIM) or Quality Improvement Education Officer (QIEO) Assessed by the Head of Education and Quality Improvement Manager (QIM)/Quality Improvement Education Officer (QIEO)
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Applicants successful at long leet interviews will be invited to complete three Assessment Centre tasks, on communication to parents/pupils, policy knowledge and data analysis, prior to their short leet interviews. The applicants will complete the tasks online. One hour is allocated to each task. The Head of Education and the Quality Improvement Manager (QIM) or Quality Improvement Education Officer (QIEO) will use the marking guide (Assessment Centre Tasks Marking Guide: Appendix Five) to determine if the applicant has failed or passed the tasks. Quality Improvement Education Officer will provide a summary for the parents and Elected Member to be shared after the short leet interviews have taken place.

Short-leet Interview	Two parents/carers 1 Members of the Education, Children and Families Committee excluding Teacher representatives (chair) One denominational representative as appropriate (Roman Catholic Schools only) Head of Education Quality Improvement Manager (QIM)/Quality Improvement Education Officer (QIEO)
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The short leet interviews will be held in the City Chambers or at Waverley Court. The Quality Improvement Manager (QIM)/Quality Improvement Education Officer (QIEO) complete the Elected Members Briefing (Elected Member Briefing for Short Leet HT: Appendix Six) using the school's recent School Improvement Plan and Standard and Quality Report to provide the information required.

Applicants should be informed they have up to ten minutes to present the prepared question and given a minute warning after nine minutes from the time they have started speaking. Applicants will send their presentation to the Quality Improvement Education Officer at least two hours ahead of their interview. The Quality Improvement Education Officer will set up their presentation for each applicant's use.

The password for the public Wi-Fi at the City Chambers is **Edinburgh 2030**. This can be used when other networks are not available.

After the final interview has taken place the Quality Improvement Manager (QIM) or Quality Improvement Education Officer (QIEO) will share a summary of the assessment centre tasks completed by each applicant.

The panel will decide on who to appoint as headteacher. If the panel agrees that there are no applicants which meet the job description and person specification in their responses to the questions asked, the job will be readvertised. 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, the Head of Education will step in to fulfill their role.

The Head of Education will contact all applicants and inform them of the outcome of their interview. The Service Director and Chief Education Officer will inform school staff, parents and pupils of who the preferred candidate is.

Recruitment Panel Members Roles and Responsibilities

Head of Education
Senior Education Officer
Quality Improvement Education Manager (QIEM) or Quality Improvement Education Officer (QIEO)
Parents/Carers representing the school community.
Assisting Head Teacher
Elected Member Children and Families Committee
Administrative Support

Head of Education (Permanent posts)		
Senior Education Officer (Fixed Term Posts Only)		
Timescale	Action/task	Checklist
Prior to the Screening	Contact the Quality Improvement Manager (QIM) or Quality Improvement Education Officer (QIEO) to inform her/him of the	

Meeting	vacancy. • Ensure that the long leet interviews will be carried out no later than two weeks after the closing date. • Ensure applicants are given at least seven days' notice of an interview date (long leet and short leet).	
During the Screening Meeting	• Chair the meeting: make introductions. • Lead the discussion on the content of each application form. • Check if there are any conflicts of interest. • Ensure Interview questions relate to the criteria listed on the person specification and an equalities question is included as a core question at either the long leet or short leet interviews. • Ensure the first question for the long leet interviews is about applicant's school vision under Edinburgh Learns for Life. • Agree the three Assessment Centre tasks with the Quality Improvement Manager (QIM) or Quality Improvement Education Officer (QIEO).	
Before the Long Leet Interviews	• Allocate the questions so everyone on the panel asks at least one question.	
During the Long Leet Interviews	• Chair the Meeting: make introductions. • After each question ask the panel if they have any follow-up questions. • After the six questions has been answered, ask each applicant if they have anything they wish to add to support their application and if they have any questions. • Inform the applicants of the time to expect to be contacted with the outcome of their interview.	
After the Long Leet Interviews	• Lead the discussion on each interview. • Inform the unsuccessful applicants and provide feedback. • Ensure the short-leet applicants will be given at least seven days' notice of an interview date and that interviews will be carried out no later than two weeks after the long leet stage. • Ensure the interview questions relate to the criteria listed on the person specification and include a character question.	
Before the Short Leet interviews	• Meet with the Quality Improvement Education Officer to assess the Assessment Centre Tasks completed by each applicant. • Introduce the Elected Member to the panel members	
During the Short Leet interviews	• Provide information to the applicants about when applicants will be notified about their interview	
After the Short Leet interviews	• Contact all applicants. • Provide feedback to unsuccessful applicants	
	• Inform Amanda Hatton/ESLT	

	Email all HTs in the school's Learning Community and the Assisting Headteacher	
	Welcome the new Headteacher to the school	

Senior Education Officer		
Timescale	Action/task	Checklist
Before the Long Leet Interviews	Pupil Engagement Panels - Arrange a time to meet with the pupils to discuss and decide on three questions. - Type up the interview questions (Appendix Three: Pupil Engagement Panel Questions Template) and share with admin support. - Chair the Pupil Engagement Panels. - Take the applicants to the 'waiting' room they will use prior to their interview. - Give the applicant the interview questions. - Collate the pupils' views and comments after all the Pupil Engagement Groups have taken place using the Pupil Engagement Feedback Form (Appendix Four: Pupil Engagement Panel Feedback Summary). - Send/give the Pupil Engagement Feedback Form to the QIM/QIEO or meet the recruitment panel after the final interview. Walk-around/Tour of the School - Arrange a time to meet with the pupils to discuss the route ensuring the tour ends at the location of the Pupil Engagement Group.	

Quality Improvement Education Manager (QIEM) or Quality Improvement Education Officer QIEO)		
Timescale	Action/task	Checklist
Prior to the Screening Meeting	Contact the substantive Head Teacher to: - Inform her/him that the advertising/recruitment process has started. - Ask for the Parent Council Chair's contact details (email and phone).	
	Contact the Parent Council Chair to: Discuss job description/personal specification (desirable only): any specific skills and competencies required for the post, to help inform the person specification.	

	• Share the process: check availability for dates for the screening, long and short leet interviews. • Discuss training requirements for both parent panel members. • Arrange recruitment training if required. • Ask him/her to consider possible questions or themes.	
	• Inform Admin Support of the Parent representatives' contact details.	
	• Draft the job advert: send to Admin Support	
	• Contact Assisting Headteacher: send contact details to Admin Support.	
	• Confirm dates for the Screening Meeting, long and short leet interviews with all panel members: share with Admin Support.	
	• Write the Elected Member briefing for short leet HT interviews: share with Admin Support (Appendix Six: Elected Member briefing for short leet HT interviews)	
	Read the application forms and presents summary of each candidate's responses, with recommendations for leeting .	
During the Screening Meeting	Note the co-created long leet questions and any short leet questions agreed, type up the long leet questions and the possible success criteria and send to Admin Support (Appendix Two: Interview Questions Template).	
After the Screening Meeting/Before the Long Leet Interviews	Notify Admin Support of names of the applicants who will be invited to the long leet interviews.	
	Contact the substantive HT: • To arrange a room and catering for the long leet interviews. • To arrange for a group of three pupils who will meet with the applicants prior to their interview in the Pupil Engagement Panel Meetings. Ask pupils to consider possible questions.	
	• Create an interview schedule for the tour and the Pupil Engagement Panels for each applicant: share with Admin Support and the Senior Education Officer. • Print of the Pupil Engagement Panel's Questions (Appendix Three), one copy for each applicant x3 and one copy for the Senior Education Officer. • Share with the Senior Education Officer, the starting point of the tour, the room for the Pupil Engagement Panel and the room to be used as a waiting space before the long leet interview.	
	• Provide feedback to unsuccessful applicants if requested.	
	Roman Catholic Schools • Ensure approval from the Archdiocese of St Andrews and Edinburgh has been granted this approval has been granted before interview. • Invite a representative from the church is able to attend the	

	short leet interviews.	
After the Long Leet Interviews /Before the Short Leet interviews	Notify Admin Support of:	
	- The names of the applicants that will be invited to the Short Leet interviews. - The short leet interview questions.	
	Inform the unsuccessful applicants and provide feedback.	
	Thank the Assisting Head Teacher for their contribution.	
	Online Assessment Centre Tasks - Arrange a date for candidates to complete the Assessment Centre tasks online. - When completed, mark the Assessment Centre tasks using the marking guide (Appendix Five) with the Head of Education.	
	Set up the applicants presentations for the prepared questions Connect laptop to the interactive whiteboard	
After the Short Leet interviews	Share with the panel a verbal summary of the Assessment Centre tasks for each applicant.	
	For internal applicants only: liaise with the substantive Headteacher and the school of the successful applicant to agree a time on the next working day for communication to all parents simultaneously.	
	Inform the school of the successful applicant's QIM/ QIEO.	
	Email the parents, assisting Headteacher and pupils to thank them for their contribution.	

Parents/Carers representing the school community		
Timescale	Action/task	Checklist
Prior to the Screening Meeting	Liaise with the Quality Improvement Education Officer: - To discuss job description/personal specification (desirable only) : any specific skills and competencies required for the post, to help inform the person specification. - To share availability for dates for the screening, long and short leet interviews. - To discuss training requirements for both parent panel members. - To arrange recruitment training if required. - To consider possible questions or themes.	
	Read all the application forms	
During the Screening Meeting	- Contribute to the discussion about each application form: share their thoughts and reasons why they consider the applicant has demonstrated the job description. - Suggest possible questions or themes.	

During the long leet and short leet interviews	• Refer to the success criteria on the record sheet. • Make notes.	
After the long and short leet interviews	• Contribute to the discussion about each application form: share their thoughts and reasons why they consider the applicant has met the success criteria for each question. • Suggest possible questions or themes (after long leet).	

Assisting Head Teacher		
Timescale	Action/task	Checklist
Prior to the Screening Meeting	Liaise with the Quality Improvement Education Officer: • To share availability for dates for the screening, long and short leet interviews. • To discuss possible questions or themes.	
	• Read all the application forms	
During the Screening Meeting	• Contribute to the discussion about each application form: share their thoughts and reasons why they consider the applicant has demonstrated the job description. • Suggest possible questions or themes.	
During the long leet interviews	• Refer to the success criteria on the record sheet. • Make notes.	
After the long interviews	• Contribute to the discussion about each application form: share their thoughts and reasons why they consider the applicant has met the success criteria for each question. • Suggest possible questions or themes.	

Elected Member Children and Families Committee		
Timescale	Action/task	Checklist
In advance of the Short Leet interviews	• Read the Elected Member briefing. • Read the Short leet applicants' application forms. • Read the HT job description and specification.	
	• Inform admin support if recruitment training is required.	
Before the Short Leet interviews	• Introduce yourself to the panel. • Allocate questions.	
During the Short Leet interviews	• Chair the interviews: make introductions. • Inform applicants of the process of the interview. • After each question ask the panel if they have any follow-on questions.	

	After the six questions have been answered, ask each applicant if they have anything they wish to add to support their application and if they have any questions.	
After the Short Leet interviews	Lead the discussion on the content of each application form.	
	Thank the parents for their contribution.	

Administrative Support Provided by the Team Secretaries in Schools and Lifelong Learning or the central administration. teams in the Department of Communities and Families.		
Timescale	Action/task	Checklist
Prior to the Screening Meeting	Send the job advert to the QIM/QIEO.	
	Arrange for the job to be sent to the staffing board for approval.	
	For pre-approved post :arrange for the job to be job sized.	
	Arrange the advertising of the post on myjobscotland: put the advert on Talentlink.	
	Collate the panel's contact details.	
	Send the Elected Member briefing for the short leet HT interviews to the QIM/QIEO.	
	Request Elected Members attendance at short leet interview.	
	- Book a room at Waverley Court for the screening meeting. - Book a room at the City Chambers for the short leet interviews. - Order catering for City Chambers.	
After the Screening Meeting/Before the Long Leet Interviews	- Invite applicants to the walk-around/tour and Pupil Engagement and long leet interviews. - Update Talentlink.	
	Type up the long leet interview record sheet and interview schedule.	
	Distribute the application packs to all panel members including the application forms, job descriptions, job specification and interview schedule.	
After the Long Leet Interviews/Before the Short Leet interviews	Invite applicants to the short leet interviews through Talentlink.	
	Type up the short leet interview record sheet and interview schedule.	
	Update Talentlink.	
	Print out Oracle catering PO number.	
	Print out name plates .	

	• Distribute the application packs to all panel members, including the application forms, job descriptions, job specification and interview schedule.	
	• Email each applicant the 6 interview questions 15 minutes before their interview.	
After the Short Leet interviews	• Sign-off on Talentlink.	
	• Prepare standard letters for signing. • Issue letters	
	• Request references once the successful candidate has accepted the post.	
	• Complete all pre-employment checks.	

Appendix One: Head Teacher Recruitment Essential Selection Criteria

The following essential selection criterion should be used to select applicants for interview. This template can be completed as you read and reflect on the content of each applicant's application form.

Role requirement (tick)	Applicant 1	Applicant 2	Applicant 3	Applicant 4
Disability Confident Employer Scheme, TalentLink score of 1000. *				
Full GTC Registration (Scotland)				
Educated to degree level or beyond				
Standard for Headship (Into Headship, SQH)				
**				
PVG Membership				
Comprehensive understanding of current child protection guidelines and GIRFEC				
Relevant experience at senior management level				
Evidence of leading whole school planning and improvement				
Evidence of leading and managing change				
Evidence of managing resources/budgets/people				
Evidence of improving teaching and learning/embedding the Teacher's Charter				
Evidence of curriculum development				
Evidence of partnership working/building community				
Evidence of commitment to professional learning				
*Reasonable adjustments be considered at interview at the candidate's request.				
** No candidate can be permanently appointed to a HT role unless they hold the Standard for Headship. This doesn't mean that they can't be considered but should they be successful they would hold a temporary contract until passing their Into Headship.				

Appendix Two: Interview Questions Template

Interview Assessment Form: XXXXXX Primary/ Secondary / Special School , Headteacher

Interview Questions Date

Name of Candidate:

Name of interviewer:.....

			Possible Criteria	Comments	Met	Part met	Not met
Q No 1	Initials	select Being a Teacher in Scotland, Professional Knowledge and understanding, Professional Skills and Abilities Question:					
Q No 2		select Being a Teacher in Scotland, Professional Knowledge and understanding, Professional Skills and Abilities Question:					
			Possible Criteria	Comments	Met	Part met	Not met
Q No 3	Initials	select Being a Teacher in Scotland, Professional Knowledge and understanding, Professional Skills and Abilities Question:					
Q No 4		select Being a Teacher in Scotland, Professional Knowledge and understanding, Professional Skills and Abilities					

		Question:					
			Possible Criteria	Comments	Met	Part met	Not met
Q No 5	Initials	select Being a Teacher in Scotland, Professional Knowledge and understanding, Professional Skills and Abilities Question:					
Q No 6		select Being a Teacher in Scotland, Professional Knowledge and understanding, Professional Skills and Abilities Question:					

Appendix Three Pupil Engagement Panel Questions Template

XXXX Primary/ High / Special School HT Recruitment

Date

Pupil Name

Pupil Engagement Panel Questions

Question 1.

Question 2.

Question 3.

Any other notes/comments

Appendix Four Pupil Engagement Panel Feedback Summary

XXX Primary/Secondary School

Date

Applicant	Pupils' views and comments
Name	
Name	
Name	
Name	

Appendix Five: Assessment Centre Tasks Marking Guide

All markers are required to use the marking criteria and apply it consistently to all the assessment centre tasks marked.

The Quality Improvement Education Officer and Head of Education should mark the assessment centre tasks using the assessment criteria below. The criteria judges how well an applicant has performed against a pre-determined Pass / Fail criterion. The applicants will either meet or fail to meet the standard expected, judged to be professionally competent or not.

Assessment Centre Task Marking Criteria		
Start by reading the whole task and giving an overall, based on a holistic impression if the applicant has		
	Pass	Fail
Addresses all parts of the task.	x	
Presents a clear position through the response.	x	
Organization is clear.	x	
Demonstrates a sound understanding of the task's purpose, main ideas and/or issues.	x	
Points are clear and evidenced, where relevant.	x	
Finds a solution/outcome and where relevant justifies reasoning.	x	
Returned within the three hour time limit	x	

Elected Member brief for HT interviews.

XXXX School

Headteacher	
Locality	
Lead officer	
Education Scotland Inspection	

Context of the School (adapted from the most recent Schools Standard and Quality report)

This year's priorities identified in the School Improvement Plan include

-
-
-

Achievements/ Strength of the school

-
-
-
-

Next Steps/ Things to consider

-
-
-

Procedure Title - Procedure for the Recruitment and Selection of Head Teachers in all Schools

Management Information	
Lead Officer	Name: Elaine Gallagher
	Designation: Senior Education Officer
	Tel: 07710 860674
Lead Service Area	
Date Agreed	
Last Review Date	
Next Review Date	
Agreed by	
Has Screening for Equality Impact been undertaken for this procedure	Yes/No: No <i>(please specify)</i> Date
Has Implementation and Monitoring been considered for this procedure	Yes/No: No <i>(please specify)</i> Date
If appropriate has Health and Safety section had oversight of this procedure	Yes/No: No <i>(please specify)</i> Date
Name of Health and Safety contact	

Definition: Procedure – An agreed method or approach to comply with Policy, Legislation and Departmental Decisions.

This document may be out of date if printed, the latest version is available on the Council Intranet.

LOCAL NEGOTIATING COMMITTEE FOR TEACHERS

Local Agreement

Procedure for the Recruitment and Selection of Head Teachers in Schools

1. The procedure will take effect following agreement in the Local Negotiating Committee for Teaching staff and takes account of the guidance issued by Scottish Ministers in terms of the Scottish Schools (Parental Involvement) Act 2006 relating to procedures for the appointment of a Head Teacher, participation of a Parent Council and related activities under the Act. Section 14 of the Act is of particular relevance in this regard, together with the secondary legislation made under the Act, namely the Parental Involvement in Head Teacher and Deputy Head Teacher Appointments (Scotland) Regulations 2007.
2. There must be a fair and consistent corporate approach to the process of recruiting to the post of Head Teacher within the City of Edinburgh Council. The procedure will therefore apply to all Head Teacher posts in all sectors and services in the Department of Children and Families and equally to internal and external job applicants.
3. Panel members must be fully trained in the recruitment and selection process prior to participation in accordance with legislative requirements and the Council's Recruitment and Selection Policy Framework. Those responsible for leading and coordinating the appointment process will be trained in the specifics of their roles within this procedure.
4. Confidentiality must be maintained not only at all stages of the procedure, but also upon its conclusion, given the nature of the data involved.
5. In accordance with Scottish Government guidelines, the recruitment and selection procedure for a Head Teacher will normally be completed in one school term.

In Primary, Secondary and Special sectors, the Schools & Lifelong Learning Senior Manager will be responsible for leading the procedure, although this can be delegated to another Senior Education Manager. In these two sectors, either the Quality Improvement Education Manager (QIEM) or Quality Improvement Education Officer (QIEO) as appropriate, will be responsible for the co-ordination of appointments, supported by appropriate staff in the Department of Communities and Families.

6. In the Early Years sector, the Schools & Lifelong Learning Senior Manager will be responsible for leading the procedure, although this can be delegated to another Senior Education Manager. In this sector, either the Quality Improvement Education Manager (QIEM) or Quality Improvement Education Officer (QIEO) as appropriate will be responsible for the co-ordination of appointments, supported by appropriate staff in the Department of Communities and Families.
7. Administrative support for the procedure for all sectors will be provided by the Team Secretaries in Schools and Lifelong Learning or the central administration teams in the Department of Communities and Families. Administrative duties will include tasks such as:
 - Arranging the advertising of posts on MyjobScotland.
 - The copying and circulation of application forms to the long-leet and short-leet panel members, together with a pack of support documents to assist in the selection process
 - The preparation of standard letters for signing and the subsequent issue of those letters
 - Liaison with Committee Services to secure Elected Members time for the short-leet interviews
 - Room bookings, etc.
 - All pre-employment checks
8. Standard templates will be used for all supporting documents and letters.
9. The **interview panel composition**, considering of denominational appointments as appropriate, is attached as Appendix 1. The same two parents should be involved in both the long and short leet interviews and

QIEM/QIEOs are involved in the panels as appropriate. Peer Head Teachers from the appropriate sector are involved only at the long-leet interviews.

10. 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. The QIEM/QIEO will discuss with the Parent Council, prior to the screening of applications, any specific skills and competencies required for the post, to help inform the person specification. The QIEM/QIEO will also liaise with parents regarding appropriate interview questions at this time. The Parent Council will then nominate two trained members to participate in the screening process, long-leet and short-leet interviews. The finalised person specification will be communicated to these two members.
11. It is the responsibility of the Locality SEM to engage with the Parent Council prior to the start of the Headteacher recruitment process, and again once recruitment is completed, to welcome the new Headteacher to the school. QIOs will communicate with the substantive Headteacher to inform them that the advertising/recruitment process has started.
12. Head Teacher vacancies will be advertised through *MyjobScotland*.
13. **Screening** for long-leet interview candidates will normally be undertaken by Council Officers within two weeks of the closing date. At this meeting the Council Officers, including the Peer Head Teacher and nominated Parent Council members, will identify appropriate interview questions for long-leet interviews. Interview questions at all stages must relate to the criteria listed on the person specification and an equalities question must be included as a core question at either the long-leet or short-leet interviews.
14. **Feedback to Candidates.** The QIEM/QIEO will provide feedback to any unsuccessful candidate at the screening and long-leet stage. The Schools and Lifelong Learning Senior Manager will provide feedback to any unsuccessful candidates at the short-leet stage.
15. **Long-leet interviews** will normally be carried out no later than two weeks after the closing date. Candidates selected for long-leet interview will be notified by e-mail through *MyjobScotland* and will be invited to select an interview time. Candidates will be given at least seven days' notice of an interview date. 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. Locality SEOs will have responsibility for leading both the school walk-round and pupil engagement panel. 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.

16. 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.
17. **Short-leet interviews.** Short-leet candidates will be given at least seven days' notice of an interview date and interviews will normally be carried out no later than two weeks after the long-leet stage. Short-leet interviews will comprise of an online assessment centre, of three written leadership tasks. The short-leet interview will take place at City Chambers or Waverley Court and comprise six questions.
18. Every effort will be made to ensure a full panel (as per Appendix 1) of appropriate representatives at long-leet and short-leet interviews. In the event that any panel member is unable to attend the short-leet interview in exceptional circumstances, the Lead Officer will liaise with the appropriate Elected Member (as Chair) to seek a solution which will enable the procedure to be concluded e.g., the panel size is reduced; a panel member is substituted. 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 fulfill their role.
19. Two written references will be requested from existing/former employers for short-leeted candidates by the Co-ordinating Officer prior to short-leet interviews. References will be used primarily as a means of verifying the information provided by candidates and reinforcing the selection panel's decision and therefore only the references for the candidate nominated for appointment will be made available to members of the short-leet interview panel after a selection decision is made. Where an employment reference cast doubt on the suitability of the nominated candidate, the short-leet panel will rigorously re-examine all the evidence available to them and may decide to reconsider their selection decision.
20. Short-leet candidates must complete necessary pre-employment checks e.g. Criminal Record Check, PVG, Verification of eligibility to work in the UK.
21. 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. The Schools and Lifelong Learning Senior Manager will notify all candidates of the outcome by telephone later the same day.
22. The Schools and Lifelong Learning Senior Manager will arrange a suitable start date for the successful candidate to take up post and will notify all interested parties accordingly.

REVIEW

This agreement will be reviewed after two years (*date to be inserted*) or if either Joint Secretary requests.

LOCAL AGREEMENT (In accordance with the LNCT Recognition and Procedure Agreement)

This local agreement has been reached in the LNCT and is consequently binding on the signatory parties. It may be adjusted by negotiation to meet changing future.

Signed:

Joint Secretary
Management Side
Date

Joint Secretary
Teachers' Side
Date

RECRUITMENT AND SELECTION PANEL COMPOSITION
HEAD TEACHER APPOINTMENTS

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

The City of Edinburgh Council
Waverley Court
4 East Market Street
Edinburgh EH8 8BG

Dear

Conditional offer of employment

Date

Position: Head Teacher

Further to your recent application, I am delighted to offer you the above position of employment with the City of Edinburgh Council (the Council), conditional on satisfactory completion of the relevant pre-employment checks:

- references
- health screening
- Protecting Vulnerable Groups Scheme/Disclosure check
- proof of eligibility to work in UK/Worker Registration Scheme
- proof of qualifications
- proof of professional membership/registration
- driving licence.

Your line manager will confirm which checks are applicable to your role. Details of the requirements for each check can be found on [the City of Edinburgh Council Career site](#).

If any of the pre-employment checks are not met, this offer of employment will be withdrawn. Your contract of employment will start when all of the checks have been satisfactorily completed, and you have started work.

Your recruiting manager will be dealing with the pre-employment checks and will be in touch with you regarding any outstanding information once you have accepted this conditional offer.

Your employment is on a permanent basis. Your anticipated start date, location, hours of work and associated salary are as outlined in the Main Terms and Conditions document. Please note that prior to starting work, these terms may be subject to reasonable change to meet the needs of the Council. You will be informed in writing of any change that takes place prior to your start date.

If you have local government or other continuous service that you think should be recognised, you must provide documentary evidence. This must confirm your reckonable service and leaving date. Please contact our askHR team on 0131 469 5555 to provide

this.

You can find further information on working for the City of Edinburgh Council, our terms and conditions, benefits and approach to employment on [the City of Edinburgh Council Career site](#).

We will be in touch once the pre-employment checks have been completed. Should you require any further information or assistance in the meantime, please contact askHR on 0131 469 5555.

We look forward to welcoming you to the City of Edinburgh Council.

Yours sincerely,

HR Operations

Your main terms and conditions of employment

This statement sets out the main terms and conditions of your employment contract as required by section 1 of the Employment Rights Act 1996.

Terms and conditions of employment will be in accordance with the Scheme of Salaries and Conditions of Service for Teaching Staff as amended by circulars issued by the Scottish Negotiating Committee for Teachers (SNCT) as adopted by the City of Edinburgh Council and supplemented by any local collective agreements made by the Council.

Collective agreements are applicable to your employment which may be incorporated into your contract. From time-to-time variations in your terms and conditions of employment will result from collective agreements reached with the trade unions or through Council policies and we will communicate these changes to you. All colleague policies and collective agreements can be found on the Council intranet, or you can get further details from your line manager and/or Human Resources.

We reserve the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any changes as soon as possible and in any event within one month of the change.

Name and address of employer

The City of Edinburgh Council (the Council), Waverley Court, 4 East Market Street, Edinburgh EH8 8BG.

Name and address of employee

xxxxx

Position

You are employed as a Head Teacher. You may be required to undertake any other reasonable duties from time to time. Your line manager will provide you with full details of your duties.

Employment status

Your employment is on a **permanent basis**.

Dates of employment

Your employment starts on xxxx or such other date as agreed.

Previous continuous service with this Council or another relevant local authority or public body is counted for the purpose of calculating statutory redundancy payments, sickness payments, holiday entitlement after five years' service and maternity/paternity/adoption pay.

If there is a break in service of a week or more, continuous service will not apply.

For all other purposes including notice and contractual pay, only continuous service with this Council will count. Specific rules apply to employees with more than one post and advice should be sought from askHR.

Place of work

Your place of work will be xxxxx School. However, you may be asked to

work from any Council location or such other place within Edinburgh which we may reasonably require for the proper performance and exercise of your duties. We will consult you before we make any permanent change to your workplace.

You will not be required to work outside the UK for any continuous period of more than one month during the term of your employment.

Hours of work

Your working week will be 35 hours.

For part time staff, the school session dates do not accommodate an equal number of weekdays in the school year. Consequently, to ensure that you work no more or less than your contractual commitment and to benefit from the correct proportion of public holidays, it may be necessary for you to either be given time off or to work additional time on days that you may have not been contracted to work. This will be determined by mutual agreement at school level at the beginning of each session.

The calculation of the amount of time off or additional time to be worked will be based on a formula agreed between the Department and the trade unions.

The normal days/hours of your employment will be reviewed annually by the Development Officer and your timetable may be varied by mutual agreement to suit the requirements of the school. You will be consulted regarding any change in your timetable and will be given due notice of the date of the timetable implementation.

Working year

The working year for full time teaching staff will comprise 195 days of which 190 days will coincide with the school year for pupils. The remaining five in-service days are allocated to duties as planned by the authority.

Part time teachers are required to work a number of in-service days that are proportionate to their normal working arrangements. The days of attendance at in-service days will be determined by mutual agreement at school level at the beginning of each session.

In addition, the National Agreement specifies that Teachers have a contractual requirement to complete a maximum of 35 hours of continuing professional development (CPD) per annum. Teachers on part-time hours will complete CPD per annum on a pro-rata basis.

Pay

The rate of pay will be in accordance with the provisions of the Scottish Negotiating Committee for Teachers' (SNCT) Scheme of Salaries and Conditions of Service.

Your salary will be paid in accordance with the Teachers & Associated Professionals scale. The grade for the post is Head & Depute Head Teacher and you will be placed on scale point HEAD.N.DEPUTE.HEAD.TEACHER., which is currently £ per annum.

The daily rate of pay for all teachers will be 1/235th of the annual rate of salary and that the hourly rate of pay will be calculated on the basis of 1/1645th of the annual rate of salary. Payment will be made in equal monthly instalments.

You will be paid on the last Thursday of each month by means of a credit transfer.

The Council reserves the right to recover any monies which have been paid in error or in the event of an employee leaving employment and overtaking their annual leave

entitlement. If we mistakenly overpay you, we will recover any overpayment paid to you in accordance with Council Policy.

Pension

Under statute you are required to make provision for your pension. We provide membership of the Scottish Teachers Pension Scheme (STPS) to employees aged under 75.

As a member of the scheme, you will be required to contribute a percentage of your salary based on your pensionable pay in the month. The current contribution rates are available on the Council's intranet.

The scheme in which you participate is provided by the Scottish Public Pensions Agency. This is a career average salary scheme and a qualifying pension scheme, which meets or exceeds the government standards. A career average scheme means that your pension will be worked out every year and inflation increases added to ensure it keeps up with the cost of living. The STPS is contracted out of the State Earnings Related Pension Scheme.

If you do not wish to be a member of the scheme (or decide at some later date that you do not wish to be a member), you can obtain an opting out form from the Scottish Public Pensions Agency (contact details below). However, you cannot sign and date the opting out form until, at the earliest, the first day of membership of the scheme.

A commitment from us

We must continue to maintain your membership of the STPS (unless you personally choose to opt out of membership of the scheme or cease to be eligible for membership), and we must ensure the scheme continues to meet certain government standards.

If we were ever to cease to offer you membership of the scheme, or you cease to be eligible for membership of it whilst in our employment, or we change the scheme in such a way that it no longer meets the government standards, we would, if you are under age 75 and earn more than the national insurance lower earnings limit, immediately put you into another scheme that meets those government standards.

For further information including an employees' guide to STPS, please visit www.pensions.gov.scot.

Contact details: Scottish Public Pensions Agency, 7 Tweedside Park, Tweedbank, Galashiels, TD1 3TE. Tel: 01896 893 000

For more general information about pensions and saving for retirement please visit www.direct.gov.uk/workplacepensions.

Annual leave and public holidays

The leave year for teachers commences on the first day of the school academic session. The annual leave entitlement of a full-time teacher shall be 40 days. Pro-rata arrangements shall apply to part-time staff and those employed for any part of the leave year. The Council recognises 10 public holidays each year which are included in this entitlement. A teacher working for an entire school session will accrue a full leave entitlement. The annual leave entitlement is inclusive of statutory leave entitlement.

All teachers will accrue paid leave on the basis of 0.20513 of a day for each day worked in the school session and pro rata for each part day.

Within the leave year, the balance of days beyond the working year and the annual leave entitlement, excluding Saturdays and Sundays, shall be days of school closure. The

placement of the 40 days annual leave within the school holiday periods shall be determined by the Council's LNCT.

All leave calculations will be based on the academic year, in accordance with the LNCT agreement.

Notice period

If you decide to leave the Council, you need to give us a minimum of 8 weeks' notice in writing to terminate your employment.

If we're terminating your employment, depending on your length of service, we will give you the following notice periods:

Period of continuous employment	Notice period
Less than 8 years' service	8 weeks
8 years, but less than 12 years	1 week for each year of continuous service
12 years or more	12 weeks

Whether you give us notice or we give you notice, we reserve the right to give you payment in lieu of notice. If you're dismissed for gross misconduct, we can terminate your employment summarily without a payment in lieu of notice.

Return of Council equipment

When you leave the Council, you are required to return all Council equipment and property issued to you during your employment. This may include (but is not limited to) a laptop or tablet, mobile phone, keys, uniform and security pass.

The Council reserves the right to withhold monies owed or seek recovery of monies using a third party, to cover the cost of any equipment or property in your possession which has not been returned when your employment ends.

Membership of a Trade Union

This Council, as your employer, supports the system of collective bargaining and believes in the principle of resolving industrial relations issues by discussion and agreement and working in partnership with our recognised Trade Unions. You have the right to join a trade union and to take part in its activities and the Council encourages you to do so.

Policies and procedures

All City of Edinburgh Council policies and procedures are available on the Council intranet or from your line manager and you must read these and complete our Essential Learning on appointment and then on a regular basis as determined. Refusal or failure to comply with our Essential Learning requirements may result in disciplinary action which may lead to the termination of your employment with us.

The following is a high-level summary of the some of the most important policies and procedures which are available, along with all Council policies and procedures, on the Council intranet or from your line manager.

Codes of Conduct

The Employee Code of Conduct sets out the standards of behaviour we require of all our colleagues and how you should conduct yourself when delivering services on behalf of the Council.

The Acceptable use of ICT (Information Communications Technology) policy covers the use of electronic communications and social media. You must read and comply with the Codes as breaches of these codes may constitute misconduct.

Sickness absence and sick pay

We are committed to supporting our employees with their health and wellbeing, which includes providing sick pay. We have an employee sickness notification and certification procedure as outlined in our Sickness Absence Policy. Details of this are available on our intranet or from your manager.

Arrangements for sick pay are outlined in the SNCT and are dependent upon your continuous service. As per the following table.

Service at the start of sick absence	Full allowance for	Half allowance for
Less than 18 weeks	Nil	Nil
18 weeks or more but less than 1 year	31 days	31 days
1 year but less than 2 years	61 days	61 days
2 years but less than 3 years	122 days	122 days
3 years but less than 5 years	152 days	152 days
5 years or more	183 days	183 days

Family and Special Leave

The Council recognises that colleagues often have competing priorities in their life and there may be occasions when you may require additional time off from the workplace.

To support this, a variety of additional leave options is available as outlined in the SNCT Handbook. More information can be found from your line manager.

Grievance Policy

If you are in a situation where you need to raise a grievance, you should put this in writing to your line manager. Further information and guidance on grievances can be found on the Council intranet or from your line manager.

Disciplinary Policy

The Council's Disciplinary Policy (Teaching Staff) and the Disciplinary Code detail our disciplinary and dismissal procedures and how to appeal against a disciplinary or dismissal decision. These can be found on the Council intranet or from your line manager.

Anti-bribery and fraud prevention

The Council is wholly committed to preventing bribery and fraud. To implement the provisions of the Bribery Act 2010, we have an Anti-Bribery Policy, supported by an Anti-Bribery Procedure. We are equally committed to preventing and reducing risk from fraudulent activity and have a Fraud Prevention Policy.

Bribery and fraudulent activity in any form are unacceptable and may lead to disciplinary action.

Information security

Many of the Council's policies, processes and procedures relating to the use of ICT Systems have a legislative basis in (including but not limited to) the following Acts: The Computer Misuse Act 1990, the General Data Protection Regulation, and the Copyright, Designs and Patents Act 1988 or subsequent enactments of the same. As such, the duty to comply with this legislation does not stop when you leave your employment with the Council.

The Council will collect and process information relating to you in accordance with the GDPR Privacy Notice which is on our intranet; you will comply with the privacy standard (s) when handling personal data relating to any employee, customer, client, supplier or agent of the Council.

Confidential information

During your employment, you may have access to confidential information. You shall not (except in the proper course of your duties) either during your employment or after it terminates disclose to any person, company or other organisation any confidential information.

In addition, you may be required to sign, date and comply with a separate Confidentiality Agreement which will form part of your terms and conditions of employment. Any breach of confidentiality may result in disciplinary action being taken against you, up to and including dismissal.

Health and safety

The Council Health and Safety Policy sets out the responsibilities for all employees in respect of Health and Safety. You must read and comply with the Policy and sub policies. You are reminded that you have a statutory duty to observe all health and safety rules, procedures, regulations and codes of practice and to take reasonable care of your own health, safety and welfare as well as that of others who may be affected by your actions or omissions.

You are also required to report any hazards, damage or defects immediately to your manager as well as any accident or incident (including 'near misses'), and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Criminal convictions

It is a condition of your employment that you immediately notify us on becoming aware of any arrests, criminal charges or convictions you are subject to that occur during your employment with the Council. If you do not notify us immediately, then this will be investigated as a disciplinary matter and may result in the termination of your employment.

Other employment

The Working Time Regulations (1998) require that weekly working hours must not exceed an average of 48 hours per week. To comply with this, you must obtain your manager's agreement before you undertake any additional hours of work with another employer.

If you undertake another role either within or out with the Council which results in you working more than 48 hours per week you should sign an agreement opting out of the 48-hour working week in accordance with the Working Time Regulations 1998.

It may be deemed inappropriate for the City of Edinburgh Council employees to be involved with an external organisation or its board, where the Council has an investment

or interest in that organisation, as this may cause a conflict of interest. Before you enter any agreement with an external organisation, you need to obtain agreement from your line manager.

Entitlement to work

As part of pre-employment checks, you will be asked to provide evidence of your entitlement to work in the United Kingdom.

You must notify the Council immediately if you cease to be entitled to work in the United Kingdom. The Council will be entitled to terminate your employment immediately and without notice if:

- you cease to be entitled to work in the United Kingdom or
- you are unable to provide the evidence requested.

Professional memberships and/or registration

You are registered with the General Teaching Council for Scotland having achieved the standard for full registration and continue to meet the required standards. It is a requirement of this post that your registration must remain current for the duration of your employment. Failure to do this may result in disciplinary action which may lead to the termination of your employment.