

Secondary Teacher Recruitment Process and Timeline for August 2026

Date	Responsibility	Action
By Friday 12 th December 2025	HTs/BMs	HT collect information about all employee intentions for the following year (including staff on employment breaks, FWOs etc.)
By Wednesday 17 th December 2025	HTs/BMs	- Secondary schools (including secondary special schools) use <u>Secondary Vacancy Return 2026/27</u> to declare vacancies and <u>Secondary Surplus Return 2026/27</u> for surplus posts by 17/12/25 and then use the same forms to submit further updates as and when they arise. If posts are not submitted on time then they will not be in the Tranche 1 offers.
Jan – mid March (before probationer deadline)	Central Staff	- Surplus staff matched (as promptly as possible) using existing procedure (Link to: Compulsory Transfer (Teachers) Guidance). Please note that all Surplus Staff must be placed before any other matches are confirmed or posts released.
Tranche 1 Process		
		- Tranche 1 posts are released (normally shortage subjects) and only full time permanent posts - ADES have confirmed there is no longer an agreement in place for set recruiting dates
29 th December 2025		- One external advert per subject Live on Council Website 29 December 2025 - 12 January 2026 - Each advert indicates the schools that have vacancies in the subject - Each advert has links to relevant school websites (please ensure that your website is up to date and old info is removed)
12 th January 2026	Central	External adverts closes at 23.55 p.m.
12 th January	Central	- Secondary Headteachers and Business Managers will be given access to the application forms, so that they are able to review the candidates' application forms. - The application forms will be available once the advert has closed from within the Secondary Shortage Subject Central Recruitment MS Team
12 th January	Central	Operations Manager will send out <u>MS Candidate Preferences Form (Tranche 1)</u> to candidates on Monday 12th January 2026

Secondary Teacher Recruitment Process and Timeline for August 2026

		Candidate preferences will be updated on the candidate preferences spreadsheet automatically. This is saved in the 2026/27 folder of the Secondary Shortage Subject Central Recruitment MS Team
13 th January	Candidates	Candidates will be asked to complete MS Preferences Form to note which schools they are applying to by Tuesday 13 January 2026
Friday 16 th January	HTs/CLs/BMs	By Friday 16th January, Schools decide who they will interview and send out invites
26 th – 30 th January	HTs	Interviews commence 26th – 30th January 2026.
30 th January	Central	On 30th January, post interviews, a second MS Preferences Form is sent to candidates so they can rank schools .
30 th January	HTs	HTs to complete MS Form: Interview Outcomes Return 2026/2027 (Tranche 1 and 2) by 30th January
2 nd February onwards	Central	Candidates and schools will be matched centrally from Monday 2nd February
2 nd February onwards	Central	Matching email sent to candidate and school
2 nd February onwards	BM	Receiving BM to nominate their successful candidate(s) and manage the onboarding (Further details on this to follow)
End of Process	Central	Any unsuccessful candidates will be rejected centrally after consultation with schools and end of process.
Beginning of February	Central	Staffing Allocation spreadsheet issued
Tranche 2 Process		
These dates are subject to change if the Scottish Government require an earlier Probationer Bid		
February		Tranche 2 posts are released (normally unfilled shortage subjects and those released centrally, in light of probationer vacancies)
9 th February 2026	Central	Tranche 2 Process: - One advert per subject Live on MJS 9 February – 23 February - Each advert indicates the schools that have vacancies in the subject - Each advert has links to relevant school websites
23 rd February	Central	Secondary Headteachers and Business Managers will be given access to the application forms, so that they are able to review the candidates' application forms.

Secondary Teacher Recruitment Process and Timeline for August 2026

		A Microsoft Team for this recruitment will be created so that data can be shared securely.
23 rd February	Central	Central Team will send out MS Preferences Form to candidates on Monday 23rd February 2026
23 rd February	Candidate	Candidates asked to complete MS Preferences Form to note which schools they are applying to by Tuesday 24th February
24 - 26 February	HTs/CLs/BMs	Schools decide who they will interview and send out invites
3 rd – 13 th March	HTs/CLs	Interviews held 3 March – 13 March 2026
13 th March	Central	Post interview a second MS Preferences Form is sent to candidates so they can rank schools
13 th March	HTs	HTs to complete MS Form: Interview Outcomes Return 2026/2027 (Tranche 1 and 2) and rank candidates by 16th March
16 th March onwards	Central	Candidates and schools will be matched centrally
16 th March onwards	Central	Matching email sent to candidate and school
17 th March onwards	BMs	Receiving BM to nominate their successful candidate(s) and manage the onboarding (Further details on this to follow)
End of Process	Central	Any unsuccessful candidates will be rejected centrally after consultation with schools
Mid March - May	LH/HTs/BMs	Individual vacancies released as and when circumstances allow
May	LH	Probationers allocated
May - June	HTs/BMs	All other posts released, schools to manage their own recruitment
7 August 2026	ALL	All onboarding checks to be completed and submitted via AskHR by payroll deadline of 7 August 2026 to ensure salary payment at the end of August.