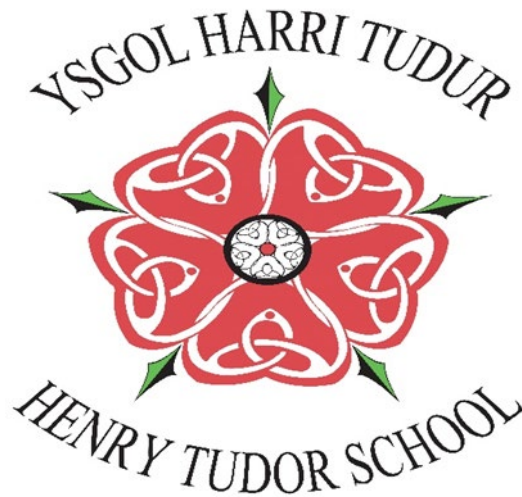


Ysgol Harri Tudur



Henry Tudor School

**Appointments Policy
(Including Involving Pupils in Staff
Appointments for Schools)**

Pay & Personnel Committee – Spring 2025

Review every: 3 years

Next Review: Spring 2028

The Governing Body delegate all matters relating to Appointments to the Pay and Personnel Committee. The Committee will decide whether a post exists, whether it should be advertised and whether it should be filled on a full-time, part-time, permanent or temporary basis.

Where there is a need for urgent decisions – in order to ensure that the school is able to attract and appoint a suitable candidate on a reasonable timescale – the Chair of the Pay and Personnel Committee may agree procedures with the Headteacher, but must report these emergency decisions to the next available Pay and Personnel Committee meeting.

In the absence of the Chair of the Pay and Personnel Committee, the Chair of Governors may use his/her emergency powers.

Pembrokeshire County Council HR Division guidance for Headteachers and Governors on appointments and safe recruitment practice can be found here (Those Governors with existing Hwb access can view)

[HR Division guidance for Headteachers and Governors on appointments and safe recruitment practice](#)

Before Advertising

When a vacancy occurs, the Headteacher will consider whether the job in its present form is still needed and whether and to what extent should be modified under workforce reform arrangements.

If there is a vacancy, the Personnel Department in the local authority must be informed.

If the vacancy has arisen due to a resignation, a copy of the letter of resignation should be forwarded to the Personnel Department.

The Headteacher should draw up a specification for the post which gives a clear description of the main purpose or function of the job. Where the job exists already, it would be usual to use the existing job description. The Headteacher must not be involved in any determination of the specification for post of his or her successor.

Advertising

By notifying the local authority of the vacancy, it triggers an advertisement on the Pembrokeshire County Council website.

There is no requirement to advertise temporary posts of one-year duration or less where there is known to be a suitable candidate.

Headteacher, Deputy Headteacher and Assistant Headteacher must be advertised throughout England and Wales, normally through the Times Educational Supplement online.

Currently, the school also uses the E-teach web based service to advertise vacancies, although this contract is reviewed annually.

Non-teaching vacancies may be advertised through Jobcentre Plus.

The advertisement should be brief. It is normal to include information about the number on roll at school, contact details, nature of job, grade of post, the salary range and information about closing and interview dates.

Under normal circumstances, teachers are asked to apply online through the P.C.C. jobs site. On initial enquiry, they should be sent a package of information including the job description, details of the school, requirements regarding DBS checks, the requirement for EWC registration (if applicable) and some additional information about the department – for example examination broads, specifications, exam results of pupils etc.

Late Applications

These can be accepted only with the agreement of the shortlisting panel. Normally, a suitable reason for late application is required.

Appointments Panel

All appointments panels should include an interviewer who has completed Safer Recruitment Training.

Teaching Appointments

It would be normal to invite an appropriate Governor and either the Chair of Governors or the Chair of Pay and Personnel Committee to be present. Other governors should be selected on rota from the full governing body, excluding staff governors. Staff governors should be invited if other governors are not available at short notice. The aim is to have three governors in the interview panel for a permanent post, two governors for a temporary post.

Headteacher, Deputy Headteacher and Assistant Headteacher Appointments

A minimum of 3 governors should be involved, to include the Chair of Governors or Vice Chair if unavailable. No more than 7 governors should be involved in the formal selection process in order to allow sufficient governors for any appeal or grievance procedures.

Support Staff Posts

All support staff posts are advertised through the P.C.C. Jobs website.

At least 1 governor should be invited to participate. Normally the Business Manager would participate in support staff appointments, but the Headteacher may also be involved, together with any other appropriate staff.

Internal Appointments to Promoted Posts

At least 2 governors to participate, to include an appropriate governor to the department or area if possible.

Internal Professional Development Posts

The Chair of Governors may nominate a governor representative.

Short-term Temporary Appointments

Appointments up to one term are delegated entirely to the Headteacher.

Temporary appointments up to one year may be undertaken by the Headteacher, but should normally involve at least 1 additional governor.

Declaration of Interest

For appointments involving internal candidates, if a candidate has taught a relative of a governor on the panel, or had other significant involvement, that governor must:

- Declare this;
- Consider carefully whether their prior knowledge of the candidate might influence their decision unduly, and if so withdraw from the process;

- If they continue with the process, allow other panel members to express views first.

Redeployment

The school has adopted Pembrokeshire County Council's policy on Managing Staffing Reductions. Under the policy, the governing body has a duty to consider any teacher being re-deployed from another school to fill a vacancy. There is also a duty to consider re-training and re-deployment within the school. In making such consideration the governing body will take into account:

- Relevant teaching and management experience
- Aptitude or interest expressed in the subject to which the teacher is being redeployed
- The costs and timescale associated with re-training the teacher
- Performance information relating to the teacher – for example how well students in the teacher's classes perform in comparison to similar students elsewhere
- Discipline record
- Attendance information (unless there is mitigating disability that should be considered).

The candidate for redeployment may be asked to teach sample lessons or undertake aptitude tests such as drafting a scheme of work in the new subject.

Where the appointment panel is not satisfied that the candidate for redeployment is of sufficient standard or aptitude to be redeployed automatically, the candidate may be required to attend for interview alongside external candidates.

Shortlisting

At least 1 governor member of the interviewing panel other than the Headteacher must be present for shortlisting. If this is not achievable on a reasonable timescale, 1 member of the interview panel must scrutinise the shortlisting to ensure that it is fair and report this to the Chair of the Pay and Personnel committee. For teaching and support staff post, it is normal to shortlist to a minimum of 4 candidates where quality permits.

For Assistant Headteacher post and above, the local authority must be informed of shortlisting dates and invited to attend, to give advice.

For any post, the shortlisting panel may identify reserve candidates who may be called if the original shortlist candidates are not available.

References

Normally references are not taken up until shortlisting is complete. In order to allow sufficient time to gather references, it is usual to allow at least one week between shortlisting and interview. This timescale may be varied where there is good and sufficient reason.

Where time is short, the Headteacher (or assistant or deputy head linked with the appointment) may seek telephone references. All appointments are subject to satisfactory references.

The appointments panel will not normally read references before interviews take place.

Ethnic Monitoring

To comply with the requirements with the school's Race Relations policy, a record will be kept of the ethnic groups of all applicants, of those short listed and of the successful candidates. These facts will be reported on an annual basis to the first Pay and Personnel Committee meeting of the Autumn term.

Communicating with Candidates

Following shortlisting, unsuccessful candidates will be notified by P.C.C. Those on the reserve list will not be notified until it is clear that the shortlist of candidates are all available.

The shortlist of candidates will be contacted and invited to interviews. For teaching posts, it is usual to offer the candidates a brief introduction from the Headteacher or other senior members of staff, a tour of the school, an opportunity to meet key departmental staff and a chance for informal discussions with staff and/or students before the formal process begins. The formal interview process may involve sample lessons or other tasks or activities. Any sample lesson must be notified in advance giving an indication of age and ability ranges and the nature of the topic or task to be undertaken.

Sample Lessons

Observation of sample lesson can often provide a valuable insight into the practical aptitude of the teacher. The following guidelines should ensure fairness:

- Candidate should have at least 20 minutes with students, of which 15 at least should be active teaching.
- All candidates should encounter students of similar aptitudes.
- Intentional choice of difficult classes should be avoided, unless there is a particular call for strong behaviour management in the role.
- Under normal circumstances the head of department would identify in advance the points which were to be observed. Typically these would be: interaction with students; quality of questioning techniques; explanation of objectives to students; use of appropriate vocabulary; clarity of communication; leadership; class management and organisation; quality of resources; enthusiasm; subject knowledge; other subject specific criteria – eg health and safety and science and technology etc. A sample observation sheet is given in Appendix 1.

Multi-stage Selection Processes

If there are several formal stages in the selection process – for example sample lessons, in-tray exercises and panel interviews – governors may decide to reduce the shortlist. This is appropriate where it is clear that candidates have no reasonable chance of being appointed. The unsuccessful candidates should be offered a debrief, if necessary at a later date.

The Interview

The panel would normally consist of the appointed governors together with professional staff, the Headteacher or his representative, the head of the department or area, any other relevant member of staff – for example second in department, training to conduct interviews. No interview panel should consist of more than 7 members.

Members of the panel should record brief notes to assist in the decision making process at the end and to act as an aide memoire. These notes are to be destroyed at the end of interview process.

There should be no discussion of individual candidates until all interviews are completed.

The selection is made following discussions by the governors on the panel. It is normal to reach a consensus decision. If this cannot be done, the decision should be a majority decision amongst the governors present excluding the Headteacher. In the event of a drawn vote, the Headteacher or his representative will have the deciding vote.

In the event of selection of a Headteacher, this deciding vote would be with the local authority representative.

The interview should be conducted in a relaxed and relatively informal way as far as possible. Under normal circumstances the procedure would be:

- Headteacher or Deputy Headteacher introduces candidate to panel;
- First question invites candidate to give a brief outline of experience to date;
- Agreed questions are asked in turn by members of the panel, with follow-up questions being permitted to elicit further detail or probe understanding.

Telephone Interviews

If suitable candidates are not able to attend interviews, there is discretion to conduct a telephone or Skype interview. However, this should only be done in exceptional circumstances and the Governing Body may need to demonstrate that the process is fair. Otherwise, the candidate should not be considered further.

Post Interview

The Headteacher or his representative will invite the successful candidate to meet the interview panel once again. A nominated person on the panel will make a formal job offer on behalf of the Governing Body. This job offer is subject to successful health and CRB checks.

Unsuccessful candidates will be notified by the Headteacher, offered feedback based on the comments of the interview panel. Where convenient, this may take place by telephone at a later date or through a later meeting.

It is not essential that all candidates are required to remain until the successful candidate is identified. Where this is decided in advance, candidates must be notified and leave contact details for a convenient time later that day.

Feedback to candidates

Feedback is given at the candidate's request. Its purpose is to improve the candidate's performance in future interviews. Feedback should be honest and useful, giving pointers for improvement. Feedback is often personal in nature, and must be delivered in private, in a sympathetic manner.

Areas to be considered include:

- Voice
- Body Language
- Length and quality of answers in interview
- Knowledge and understanding
- Relationship with students
- Quality of CV and letter of application
- Quality of sample lesson, including
 - Control of class
 - Resources
 - Quality of interaction with students

Note that strengths should be highlighted, not just weaknesses!

Feedback should be terminated if candidates become distressed, if they reject and argue about advice or if they complain that the selection process was unfair. In the last case, they should be advised of the route for making formal complaints.

Retention of Records

All job applications, references, details of tasks and performance against tasks will be kept on file for a minimum period of 6 months.

Complaints of Unfair Practice

Any such complaints should be handled through the Governing Body procedure. This incorporates appropriate appeal procedures.

Travelling Expenses

The school will meet the cost of travel by bus, train or private car. Mileage allowance is 45p per mile. For journeys over 50 miles, expenses payments will not exceed the cost of second class rail travel.

If candidates are travelling more than 80 miles each way, the school will meet the cost of one overnight stay, to a maximum of £75 subject to receipts being produced.

For candidates travelling from abroad, travel costs are met from the port/airport of entry.

Interview lesson observation sheet

Name of candidate: _____

Interaction with students	
Quality of questioning techniques	
Explanation of objectives to students	
Use of appropriate vocabulary	
Clarity of communication	
Leadership	
Class management and organisation	
Quality of resources	
Enthusiasm	
Subject knowledge	
Other subject specific criteria - eg health and safety in science and technology etc.	

Please grade each of the above from 1 - 5 with 1 = low / poor, 5 = high / excellent

Any other comments: