

### **GUIDANCE FOR THE RECRUITMENT PROCESS FOR SUPPLY AND FIXED TERM CONTRACTS**

Note: This recruitment procedure will only apply after due consideration has been given to compulsory transfer or applications for permanency or other relevant departmental considerations.

Point 4.1 of SNCT 31 details that every teacher recruited to undertake work on a fixed term or short term temporary basis will be appointed in accordance with the Local Authority's recruitment procedures. This paper details the agreed procedure for recruitment of short term and fixed term vacancies. Permanent vacancies will be advertised nationally.

#### Short Term Temporary Recruitment Process

Teachers who wish to teach on a 'supply' basis should apply to be included on the department's supply list. These individuals will be interviewed and if successful will be added to the Authority's Supply list. Newly Qualified Teachers (NQTs) will not be required to go through the interview process.

Inclusion on the supply list does not guarantee that work will be made available. There is no obligation for West Dunbartonshire Council to offer work to individuals, nor is there an obligation for individuals to accept work offered.

West Dunbartonshire Council will ensure that offers of work are managed in a fair, open and transparent manner.

#### Fixed Term Contract Recruitment Process

Due to the longer term nature of 'fixed term' jobs a different recruitment process will be followed in the appointment to these roles. It cannot be ignored that these positions are often extended and sometimes can run on for a number of years. Because of this, appointments should not be made on a purely ad hoc basis. Candidates should be leeted from the supply list and an interview process should be followed.

#### Internally Advertised Posts

Fixed term posts will not be advertised externally if there is a sufficient number of appropriate teachers on the current supply list. In this circumstance the Head Teacher should contact Human Resources who will review the current supply list and provide the relevant details of appropriate candidates in order to allow the Head Teacher to short leet. In the event that teacher numbers on the supply list

make this process untenable a random selection process will be applied. See appendix 1 for details of this procedure.

The Human Resources section is responsible for updating the supply list and will assist in contacting individuals to ascertain interest in the posts.

Panel interviews should then be set up for the short listed individuals and the process will follow the adopted West Dunbartonshire Council recruitment process.

#### Externally advertised posts

If it has not been possible to appoint a suitable candidate through the internal process or if there are insufficient numbers on the supply register in the first instance, posts will be externally advertised in line with West Dunbartonshire Council recruitment process.

## **Appendix 1 – Process for Secondary and primary Schools**

Due to the volume of Teachers on the supply list and the competitive market for jobs the following process has been agreed for the recruitment of staff to fixed term contracts.

### **Secondary Schools**

1. The volume of teachers from each subject area is normally at a manageable level and so when a vacancy arises the Head Teacher will be given application forms and Head Teacher Reports for all supply teachers in that subject area for shortleeting (to ensure that individuals are interested and able to commit to the fixed term contract they will each be contacted by Human Resources prior to their details being passed to the Head Teacher).
2. In the event that the number of applications is unmanageable a selection of applications will be forwarded to the Head Teacher. Teachers who have worked in the school for 2 weeks or more (i.e. 10 working days) in the previous 24 months will be automatically included in this selection. Random selection of qualifying teachers in the supply list will be carried out to supplement the interview list.

### **Primary Schools**

**Due to the volume of applicants for primary schools it would be unmanageable to forward applications for all individuals on the supply list.**

1. In the interests of continuity any teacher who has worked for 2 weeks or more (or 10 days) in the particular school in the previous 24 months will be automatically invited to apply.
2. In the event that the number of teachers who qualify for automatic shortleeting exceeds the specified number of applications, random deselection of qualifying teachers in the supply list will be carried out.
3. If more applications are required additional candidates will be added by random selection from the supply list. The Head Teacher will determine the number of applications he/she wishes to have on the interview list.
4. All individuals will be contacted by Human Resources prior to their details being passed to the Head Teacher to ensure they are interested and able to commit to the fixed term contract.
5. Interviews should be held and a successful candidate selected.

NB. To facilitate this process Head Teachers must furnish the required supply reports following any supply placement.

### **Short Term Supply**

Short term supply will continue to be managed through liaison between the school and the Authority and such cover will be provided on an ad hoc basis.

Note: All teachers **must** be selected from the supply register which is held by the Authority.