**Education Recruitment – Guide for Recruiting Managers**

**Recruitment of Teachers (Permanent or Fixed Term roles)**

Where a Teaching vacancy occurs, it will be advertised externally using myjobscotland. A [request to recruit](https://forms.office.com/Pages/ResponsePage.aspx?id=aw-pJD2_E02ip4k2nOs163q3lq7CPwJGodSzl1vHLmNUNEhMVFlFMDFFRUNaSTFPQkM1QVZaVE9HQyQlQCN0PWcu) form must be completed and this will go through the vacancy approval governance process prior to being advertised.

**Recruitment of other School Support Staff**

For all other School Support vacancies, a [request to recruit](https://forms.office.com/Pages/ResponsePage.aspx?id=aw-pJD2_E02ip4k2nOs163q3lq7CPwJGodSzl1vHLmNUNEhMVFlFMDFFRUNaSTFPQkM1QVZaVE9HQyQlQCN0PWcu) form must be completed and this will go through the vacancy approval governance process. Vacancies will be advertised internally as per the agreed internal recruitment process ([re.cr.uit](https://peopleanytime.aberdeencity.gov.uk/recruitment-and-talent/re-cr-uit-2/) scheme)

* Vacancies will be advertised on the Opportunities Hub on the intranet each Wednesday, with a 7-day closing date.
* Internal applicants will apply using the new simple [internal application form](https://peopleanytime.aberdeencity.gov.uk/wp-content/uploads/2021/06/Internal-Application-Form.docx), which will be returned directly to the named recruiting manager.
* At the same time, alignments will be run on the re.cr.uit digital system and those employees signed up to re.cr.uit, who are aligned (i.e. have a ‘match’ the role of 70% or above based on a combination of their ‘fit’ to the role, skills and experience) will be notified and directed to the Opportunities Hub and the [internal application form](https://peopleanytime.aberdeencity.gov.uk/wp-content/uploads/2021/06/Internal-Application-Form.docx), should they wish to be considered for the vacancy. This will be noted on their application form so that recruiting managers are aware of applicants that have aligned to the role, based on a range of factors and therefore a potentially good fit for the role.
* Priority 1 employees (redeployees) who wish to be considered for a vacancy, will be considered ahead of other internal applicants, in accordance with the agreed Redeployment Procedure and the Talent team will forward their individual candidate profile to the named recruiting manager for consideration. On the application form, internal applicants will also note their priority status and applicants should be considered in priority order.

**Short Term Promoted Teaching Vacancies (up to 23 months)**

This is a temporary arrangement until post can be filled on a permanent basis or in some cases covering long term sickness or maternity leave.

The process for promoted teaching vacancies is as follows:

* Head Teacher emails QIM (Staffing) outlining the circumstances of the resourcing gap and seeking approval to fill.
* If approved, Head Teacher circulates the opportunity within the particular school in the first instance and where it is not possible to fill the opportunity, then the opportunity is circulated to all schools across the city for a minimum of 7 days to allow all staff to have an opportunity to apply via note of interest form.
* Head Teacher considers applicants and selects as per normal selection process.

For promoted posts **up to 3 months**, this will be done under **Temporary Responsibility Payments** (see below).

For promoted pots up **over 3 months and up to 23 months**, this will be a **secondment arrangement.**

**Temporary Responsibility Payments (up to 3 months)**

Where a teacher is undertaking promoted duties on a temporary basis for a period of less than 3 months, a [Temporary Responsibility Payment claim](https://peopleanytime.aberdeencity.gov.uk/teachers/use-of-temporary-contracts-teachers/) should be submitted. Where there is a need for the temporary responsibility to continue beyond 3 months, or should it be known at the outset that the duties will last for more than 3 months, a fixed term contract should be issued in line with the [Use of Temporary Contracts for Teaching Staff Procedure](https://peopleanytime.aberdeencity.gov.uk/teachers/use-of-temporary-contracts-teachers/)

**Agency**

For the last few academic sessions, there has been the facility to use two specialist agencies, Timeplan and UTeach, to source teaching candidates to fill vacancies where it has not been possible to fill these using normal recruitment. Whilst there have been advantages to this approach in terms of available candidates, there has been a mixed experience with candidate quality. Further, whilst the cost of using these candidates as daily rate agency workers is approximately the same as using a Supply Teacher, where we want to employ these candidates as substantive Aberdeen City Council employees, at a later stage, the introduction (finders) fee is very high.

Colleagues in procurement are working to develop a framework agreement with both agencies, together with Aberdeenshire and Highland Councils, which will ensure that correct governance is in place and will include negotiation of costs on an economies of scale basis. These agencies will become part of the corporate managing agency worker process, with simpler ordering and management for all concerned.

Please ensure that where you have a vacancy or other resourcing gap, and are considering using an agency, that this is absolute last resort, and that you have approval from the Quality Improvement Manager (Staffing).

**If you have any queries regarding any of these areas, please contact** [**talent@aberdeencity.gov.uk**](mailto:talent@aberdeencity.gov.uk)