



**REGENT
PRIMARY
SCHOOL**

Staff Internal Promotions Policy

Reviewed by Joe Labuschagne: August 2022

Previous Review: August 2020

Approved by the Board:

Background

The Regent School is committed to the professional development and career advancement of its staff. From time to time, internal promotion opportunities arise, and when they do, the procedure followed, for both the School and intending applicants, will be in line with this policy.

The Application Process

Whenever the opportunity for internal promotion arises, this will be communicated to staff by means of an announcement in Staff Briefing and a written notice placed on the Staffroom noticeboard. Eligibility criteria will be stated, applications will be invited and a closing date set. Eligibility criteria might include a minimum period of service to the school. Any person who has received a Query in the twelve months preceding the commencement of this process is ineligible.

Job and Person Specifications will be provided to interested and eligible applicants. These will list the criteria which the School considers essential and which will be pre-requisites for all applicants. Also available, will be a summary of the areas likely to be included in the Professional Knowledge Interview (see below).

Applicants should submit their CV and a Letter of Application by e-mail to the Headmaster, copied to the Proprietress. The names of two **professional** referees, one of whom must be their **current** Head of Department, should be included.

Applications which do not conform to the stated process and requirements will not be taken forward.

Notes:

1. Referees will be contacted, so applicants should be reminded of the courtesies surrounding the use of someone's name as a referee.
2. Amongst other things, current HoD's will be asked to comment on an applicant's attendance and punctuality record, classroom management and organisation skills, teaching ability (by reference to observations carried out), ability to meet deadlines, "out of hours" involvement in school life, and relationships with pupils and parents.
3. The Letter of Application should specifically address the job specification provided and the applicant's suitability for the post. **Applications which do not do so will not be entertained.**
4. The name of a past HoD might be used as well as that of the current HoD, but it will be acceptable to use a past HoD instead of the current one only if the current HoD has served less than one full term in post at the closing date for the application being made.
5. The Headmaster is not eligible to act as referee for any member of staff seeking internal promotion

Long List Stage

The Headmaster will carefully consider all applications and will draw up a long-list to begin the Selection Process.

Since a good command of the English language is a pre-requisite for the work of a Teacher or a Teaching Assistant, all longlist applicants will be invited to take a test in Written English, devised and

assessed by the Headmaster. This is a hurdle test and the application of anyone failing this test will not be taken forward. The pass mark will be set at different levels according to the post applied for.

Referees will be contacted at this stage for those candidates who pass the Written English Test.

Those who are successful in the Written English test will attend an interview with the Proprietress, who will assess their Spoken English and such other matters as she deems appropriate. The Proprietress will advise the Headmaster of any candidate she feels has not met her criteria.

Shortlist Stage

Remaining candidates will be placed on a shortlist for the Professional Knowledge Panel Interview.

The Professional Knowledge Panel Interview will be with the Headmaster, the applicant's Head of Department, the Senior Teacher and the Head of Assessment, Recording and Reporting.

After the Interviews, the Headmaster will listen to the views of the Panel and will take account of those views in making his final recommendation to the Proprietress for her approval.

Promotion Process Summary:

Pre-Selection Stages

Step 1 -	Complete required period of eligibility	Staff Records will confirm
Step 2 -	E-Mail CV and Letter to Headmaster	Letter must address job spec (Non-compliant applications not pursued)

Selection Stages

Step 3 -	HM produces long-list	Some candidates may be dropped
Step 4 -	Written English Test	Pass or Fail (Some may be dropped)
Step 5 -	Interview with Proprietress	Pass or Fail (Some may be dropped)
Step 6 -	Professional Knowledge Panel Interview	Panel advises HM
Step 7 -	HM considers interviews and Panel advice	Some candidates will be dropped
Step 8 -	HM recommends the candidates for	Proprietress's approval.

Successful and Unsuccessful Candidates

Successful candidates will be informed in writing by the Headmaster, who will supply the new Job Description. The Proprietress will advise each successful candidate separately of any salary adjustment due.

Unsuccessful Candidates will be offered the opportunity to have a feedback discussion with their Head of Department, who will explain the reasons why they were not successful and will offer advice on how to prepare themselves to meet the demands of a promoted post.

Confidentiality

This is, of course, a confidential process. Applicants who choose to discuss their application with colleagues do so at their own risk. Amongst those responsible for administering the process, applications will not be discussed with anyone outside the circle of those considering them. Any staff member who is asked to act as a referee by an applicant will be expected to maintain strict confidentiality.

Conclusion

This Policy Document both guides and reflects current practice in Admissions at The Regent School. It is up to date and current at the time of writing (April 2013) and will be due for review in August 2022.