

**DRIVING FORWARD PROFESSIONAL  
STANDARDS FOR TEACHERS**



## **Application Pack**

### **Lay Council Members**

**This pack is available in alternative formats on request**

**Closing date: Midnight on Sunday 10 December 2023**



## Introduction

Thank you for your time and interest in becoming a General Teaching Council for Scotland (GTC Scotland) Lay Council member.

The General Teaching Council for Scotland (GTC Scotland) is the teaching profession's independent registration and regulation body. We work to maintain and enhance trust in teaching.

GTCS is a charity registered with Office of the Scottish Charity Regulator (OSCR) and, in its current form, was established by the Public Services Reform (General Teaching Council for Scotland) Order which came into force on 17 March 2011.

You can find out more about GTC Scotland on our website [www.gtcs.org.uk](http://www.gtcs.org.uk). You will find information on our organisational values and our current Strategic Plan as well as a whole range of other information that you may find helpful in making your application.

## Role/Person Specifications and Eligibility

### GTCS and Council Member Responsibilities

GTC Scotland's core functions are to:

- ❖ keep a register of teachers
- ❖ establish and review the standards of education and training appropriate to school teachers
- ❖ establish and review the standards of conduct and professional competence expected of a registered teacher
- ❖ investigate the fitness to teach of individuals who are, or are seeking to be, registered;
- ❖ keep itself informed of the education and training of individuals undertaking courses for the education and training of teachers
- ❖ consider and make recommendations to Scottish Ministers about matters relating to teachers' education, training, career development and fitness to teach as well as the supply of teachers
- ❖ keep such registers of other individuals working in educational settings as it thinks fit
- ❖ maintain a scheme of 'Professional Update' for teachers in Scotland

In carrying out its functions, GTC Scotland:

- ❖ must have regard to the interests of the public
- ❖ must do so in a way which is proportionate, accountable, transparent and consistent; is targeted only where action is needed; encourages equal opportunities; and is consistent with any other principle which appears to it to represent best regulatory practice

GTC Scotland is governed by a Council of 37 members (comprising 19 elected registered teachers, 11 educational stakeholder nominees and 7 lay appointed members). The Council sets the strategic direction and policy of GTC Scotland and ensures that GTC Scotland fulfils its statutory functions in compliance with the Public Services Reform (GTC Scotland) Order 2011 and other relevant statutes, with regard to the public interest and in line with best regulatory practice.

Council membership is based on a four year term of office. It follows a rolling programme, with election, nomination and appointments processes taking place every two years and approximately half of the Council members stepping down at the end of each two-year period.

You can read more about the Council and what Council members do on the Council section of our website:

[Council - The General Teaching Council for Scotland \(gtcs.org.uk\)](http://www.gtcs.org.uk)

<p><b>Role of Council Members</b></p>	<ul style="list-style-type: none"> <li>❖ ensure GTC Scotland meets its statutory functions and aims</li> <li>❖ provide strategic leadership</li> <li>❖ exercise financial supervision and control</li> <li>❖ ensure that GTC Scotland is managed and run by the Chief Executive effectively and responsibly</li> </ul> <p>The Council fulfils its governance role by:</p> <ul style="list-style-type: none"> <li>❖ setting strategic plans and strategic policy</li> <li>❖ ensuring the performance of GTC Scotland against its strategic plans and performance indicators</li> <li>❖ ensuring that GTC Scotland meets its public reporting requirements by approving the annual report</li> <li>❖ agreeing financial budgets, monitoring financial performance and approving the annual accounts</li> <li>❖ ensuring that effective risk management and audit arrangements are in place to provide assurance of operational management and delivery as well as legal compliance</li> <li>❖ reviewing and agreeing Council’s governance framework</li> <li>❖ ensuring that GTC Scotland has employment policies and procedures in place to provide assurance that it is acting as a responsible employer</li> <li>❖ appointing and removing the Chief Executive</li> </ul> <p><b>Note:</b> Lay Council member posts are public appointments rather than positions of employment and are not subject to the provisions of employment law.</p>
<p><b>Lay Council Member Person Specification</b></p>	<p>The skills, attributes and experience required of a Lay Council member are set out below.</p> <p><b>Strategic thinking:</b></p> <ul style="list-style-type: none"> <li>❖ Strategic awareness and ability to contribute to the strategic direction</li> </ul> <p><b>Intellectual flexibility and strong decision-making skills:</b></p> <ul style="list-style-type: none"> <li>❖ Ability to assimilate and analyse complex information and issues, considering the bigger picture as well as the detail</li> <li>❖ Ability to weigh up competing arguments and reach your own decision</li> <li>❖ Sound judgement and decision-making</li> </ul> <p><b>Communication skills:</b></p> <ul style="list-style-type: none"> <li>❖ Effective listening, oral communication and influencing skills</li> </ul> <p><b>Knowledge and experience:</b></p> <ul style="list-style-type: none"> <li>❖ Interest in education and the education sector</li> <li>❖ Public interest focus/involvement</li> <li>❖ Knowledge and experience in <b>at least one</b> of the areas described below:</li> </ul> <p><b>Governance</b>  Knowledge and experience of governance of an organisation or business area in the public or private sector in any of the following areas: regulation/compliance/secretariat, strategic/business planning, equality and diversity, finance, risk and performance/change management, human resources, pension funds, service delivery, IT, research and policy development or communications/media.</p> <p><b>Policy</b>  Knowledge and experience of policy work in an organisation.</p> <p><b>Professional Development</b>  Knowledge and experience of meeting, maintaining or upholding professional standards, including through undergraduate courses as well as continuing professional development.</p>

	<p><b>Finance</b> Knowledge and experience of financial work in an organisation, responsible for leading teams and managing budgets/resources. Possibly holds a finance/accountancy qualification.</p> <p><b>Audit or Risk Management</b> Knowledge and experience of audit or risk management in an organisation, responsible for overseeing such processes. Possibly holds a professional audit or risk management qualification.</p> <p><b>Legal</b> Knowledge and experience of relevant legal work. For example, experience of working within court functions or tribunals, whether as a decision-maker or solicitor/advocate.</p> <p><b>Personal characteristics:</b></p> <ul style="list-style-type: none"> <li>❖ Integrity</li> <li>❖ Fairness</li> <li>❖ Professionalism</li> <li>❖ Ability to build effective relationships and work as part of a team: interacting with others with courtesy, trust, respect as well as with assertiveness, tact, diplomacy and sensitivity when required</li> </ul>
<p><b>Eligibility</b></p>	<p>Any lay person applicant must:</p> <ul style="list-style-type: none"> <li>❖ not be, nor have ever been, registered with GTC Scotland and</li> <li>❖ not hold a qualification that would make you eligible for registration with GTC Scotland</li> </ul> <p>In addition, you may be ineligible to be appointed if any of the following apply to you:</p> <ul style="list-style-type: none"> <li>❖ unspent criminal convictions or outstanding criminal charges</li> <li>❖ a finding of impaired fitness to practise by any regulatory body (or similar)</li> <li>❖ disqualification from a position as a company director</li> <li>❖ bankruptcy</li> <li>❖ removal from a position as a charity trustee, as a director of a public body or similar</li> <li>❖ barred or disqualified from regulated work with children or vulnerable adults under the Protection of Vulnerable Groups (Scotland) Act 2007 (or any similar equivalent legislation)</li> </ul> <p>Appointment will be subject to satisfactory references and membership of Scotland's Protection of Vulnerable Groups (PVG) Scheme in respect of both the children's and protected adult workforces. GTC Scotland will provide you with the relevant PVG application form if you are not already a member of the Scheme (and are successful at interview) and will meet the associated fee.</p>
<p><b>Standards of Conduct, Behaviour and Integrity</b></p>	<p>Members of GTC Scotland Council must at all times observe the highest standards of impartiality, integrity and objectivity in performing their role.</p> <p>It is their responsibility to ensure that these standards are met and maintained in line with the Code of Conduct for Council Members (available <a href="#">on our website</a>).</p>
<p><b>Time Commitment</b></p>	<p>You will be expected to attend four in-person Council meetings a year at the GTC Scotland office in Edinburgh.</p> <p>You may also be required to serve on up to two committees. Committees meet virtually four times a year. Meetings last for approximately 2 ½ hours.</p> <p>It is expected that you will set aside time to read agenda papers in advance of meetings and will participate actively in Council and committee meetings.</p>

<p><b>Level of Attendance</b></p>	<p>A Council member is required to maintain an appropriate level of attendance in their role. If successfully appointed as a Council member, as set out in the GTC Scotland Code of Conduct and Membership Scheme, you may be removed from Council if you fail, without reasonable cause, to attend:</p> <ul style="list-style-type: none"> <li>❖ three or more consecutive meetings that you are scheduled to attend or</li> <li>❖ half, or more than half, of the meetings that you are scheduled to attend within a period of 12 months</li> </ul>
<p><b>Term of office</b></p>	<p>Four years.</p>
<p><b>Training and Development</b></p>	<p>Mandatory induction will be provided at the GTC Scotland office in Edinburgh on Wednesday 13 and Thursday 14 March 2024. If successfully appointed, you must be available to attend these sessions. Further professional learning sessions will be arranged on an ongoing basis to help support Council members in their roles.</p>
<p><b>Performance Review</b></p>	<p>All Council members are required to participate in the performance review process prescribed by GTC Scotland's Council.</p>
<p><b>Compensation and Expenses</b></p>	
<p>Lay Council members may claim compensation and reasonable expenses related to attendance in accordance with our <a href="#">Members Expenses and Compensation Scheme Policy</a>. Compensation currently amounts to £75 for each half-day (up to 3.5 hours) and is intended to compensate members for any financial loss incurred (whether directly or indirectly) as a result of their attendance; it is not an attendance fee. Members are therefore expected only to claim the amount where such loss has been incurred. The amount covers preparation time and is subject to deduction of tax and national insurance as appropriate. Should you claim benefits, we would suggest that you also obtain advice on how they would be affected.</p> <p>No compensation or expenses will be paid to applicants in connection with the appointment process.</p>	
<p><b>Appointment Process</b></p>	
<p><b>Overview and Timetable</b></p>	<p>Applications must be submitted via the Applied recruitment platform by <b>midnight on Sunday 10 December 2023</b></p> <p>The Appointments Committee will decide the short list for interview. Shortlisted applicants and applicants who are not short-listed will be notified on Friday 15 December</p> <p>Interviews will take place on <b>Tuesday 9 and Friday 12 January 2024</b> via Microsoft Teams. Interviews will last around 45 minutes.</p> <p>We aim to notify the successful candidates as soon as possible following interviews. The successful candidates will be required to attend the mandatory induction event for the incoming Council on <b>Wednesday 13 and Thursday 14 March 2024</b>. The official term of office will commence on 2 April 2024 for a four-year term.</p> <p><b>Note:</b> Feedback can be provided on request after the interview stage.</p>
<p><b>How to Apply</b></p>	<p>Applications must be made using the Applied recruitment platform via this link: <a href="https://app.beapplied.com/apply/iz3yvdqxmz">https://app.beapplied.com/apply/iz3yvdqxmz</a></p> <p><b>Note:</b> If you have a disability and need us to provide the application materials in an</p>

	alternative format or require assistance in completing it, please just let us know.
<b>How we Will Handle Your Application</b>	<ul style="list-style-type: none"> <li>❖ We will process your application as quickly as possible and will notify you at key stages via our online platform, Applied.</li> <li>❖ The selection process at the application stage will be evidence led and anonymous. Your application will be assessed solely against the criteria identified.</li> </ul>
<b>Equality and Diversity</b>	GTC Scotland promotes equality and diversity because we respect and value difference. We want everything that we do to be fair to all individuals and groups. We apply the terms of our Equality Policy to everything that we do, including our appointments processes. To view our Equality and Diversity Policy, please visit our website ( <a href="#">equality-diversity-and-inclusion-policy</a> )
<b>Use of Your Personal Information</b>	<p>We believe it is very important to respect your privacy – we will keep the personal information that you provide to us secure. The information that you provide will be used:</p> <ul style="list-style-type: none"> <li>❖ as part of the application process and for equality monitoring purposes</li> <li>❖ if an audit is carried out to ensure that the recruitment process followed has been fair and appropriate and</li> <li>❖ to produce anonymous statistical reports on our appointments processes.</li> </ul> <p>As we may appoint third parties to carry out recruitment or audit activities on our behalf, we may need to pass some of your information to them. If we do so, we will make sure that they are only provided with the information that they need, that they only retain your information for as long as they need it, that they agree not to use the information for any other purpose than those specified by us and that they protect the information they are provided.</p> <p>If your application is unsuccessful, your personal information will be kept for a period no longer than two years. GTC Scotland reserves the right to verify the information you provide and seek information from other sources.</p> <p><b>Note:</b> Equality monitoring information provided is not used as part of the selection process. It will be separated from your application and will not be seen by those assessing your application. The information will only be used to monitor the diversity of candidates who apply and those who are appointed.</p>
<b>Questions</b>	If you have any queries about the role, the application process or any of the information provided in this pack, please contact: <a href="mailto:governance@gtcs.org.uk">governance@gtcs.org.uk</a>
<b>Complaints</b>	
We aim to process all applications fairly and treat all applicants with courtesy. If you are unhappy with any aspect of our handling of your application, please contact: <a href="mailto:governance@gtcs.org.uk">governance@gtcs.org.uk</a>	





*GTC Scotland aims to promote equality and diversity in all its activities*

## GTC Scotland

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INVESTORS IN PEOPLE  
Scotland

## Direct weblinks

**Main site:**  
[www.gtcs.org.uk](http://www.gtcs.org.uk)

**Probation department:**  
[www.gtcs.org.uk/probation](http://www.gtcs.org.uk/probation)

**Probation site for teachers:**  
[www.in2teaching.org.uk](http://www.in2teaching.org.uk)

**Registration department:**  
[www.gtcs.org.uk/registration](http://www.gtcs.org.uk/registration)

**Professional Update:**  
[www.gtcs.org.uk/professional-update](http://www.gtcs.org.uk/professional-update)

**Professional recognition:**  
[www.gtcs.org.uk/professional-recognition](http://www.gtcs.org.uk/professional-recognition)

**Fitness to Teach:**  
[www.gtcs.org.uk/fitness-to-teach](http://www.gtcs.org.uk/fitness-to-teach)

**Research:**  
[www.gtcs.org.uk/research](http://www.gtcs.org.uk/research)