

## Application information pack

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### Legal Assessors

#### Information about GTC Scotland

Thank you for your time and interest in becoming a Legal Assessor for the General Teaching Council for Scotland (GTCS).

We are the independent regulator for teachers in Scotland. We work in the public interest to enhance trust in teachers by setting, upholding and promoting high standards.

We are a statutory body meaning our role is set out in law. We are independent of government.

Our governing legislation is The Public Services Reform (General Teaching Council for Scotland) Order 2011 (the Order).

#### Fitness to Teach

The standard of competence expected of a fully/provisionally registered teacher is set down in our [Professional Standards](#). Our [Code of Professionalism and Conduct](#) sets out the key principles and values for registered teachers in Scotland.

There are also a number of practice statements, which help to guide and inform best practice within the fitness to teach process. They also seek to help all parties understand how decisions will be made under the [Fitness to Teach rules](#) as part of our commitment to ensure our fitness to teach function is carried out openly and transparently.

With reference to these documents, we investigate and then determine the fitness to teach of individuals who are, or are seeking to be, registered, through our Fitness to Teach Panels. Any right of appeal must be exercised in the Court of Session.

All panels will be composed of a minimum of three members comprising at least one lay person and a majority of registered teachers. A Servicing Officer (a member of GTCS staff) will be appointed to each panel in order to give procedural advice and, along with the Convener, manage hearing days.

You can find out more about us on [our website](#). You will find our organisational values and our current strategic plan as well as other information that you may find helpful in making your application.

You can read more specifically about what our panels do on the Fitness to Teach section of [our website](#), including recent decisions made by Fitness to Teach Panels, which will give you an insight into what they involve.

## **Role/service standards and eligibility**

### **Legal assessor role**

We are looking for legal assessors to provide independent legal advice during our Fitness to Teach hearings.

The Public Services Reform (General Teaching Council for Scotland) Order 2011 states that we must appoint a legal assessor to advise on questions of law arising in certain proceedings. In addition, the Order states that a legal assessor may be appointed generally or for particular proceedings or types of proceedings. You can find the [Legal Assessor Rules](#) on our website, which sets out the role and functions of any legal assessor in attendance at Fitness to Teach Panel.

For the avoidance of doubt, legal assessors are not decision- makers; they advise Fitness to Teach panels on the law.

### **Legal assessor service standards**

The service standards required of legal assessors are set out in Appendix 1 below.

### **Eligibility**

You must be an advocate or a solicitor of not less than 10 years' standing.

## **Time commitment**

There is no minimum time commitment or guarantee of a minimum number of days that you will attend. The frequency of attendance will depend on our caseload. You will be expected to provide a reasonable level of availability and flexibility in order to facilitate the hearing/meeting scheduling process. The majority of the Fitness to Teach Hearings and Panel Meetings are conducted virtually. However, there will be a need to travel to our office in Edinburgh for Hearings and Panel Meetings that are required to be held in person.

## **Term of office**

4 years

## **Information session**

A recorded information session will be provided to you if you are successfully appointed.

## **Appointment process**

### **Overview and timetable**

Applications (including brief CV) must be submitted by 9:00am on 7 April 2026. There will be no interviews.

Please note that we cannot provide feedback to candidates.

### **How to apply**

Applications must be made using the Applied Platform.

Note: 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.

You can find out further information on our [Privacy notice page](#) on our website.

## Questions

If you have any queries about the role, the application process or any of the information provided in this pack, please email: [regulation@gtcs.org.uk](mailto:regulation@gtcs.org.uk).

## Complaints

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 refer to our [Complaints handling policy](#).

# Appendix 1 - Legal Assessor Service Standards

The service expected by all individuals appointed as a Legal Assessor is as follows:

## Communication

- Demonstrates highly developed oral skills
- Imparts advice in a clear and accessible manner, appreciating the informality of GTCS proceedings and taking account of unrepresented Teachers
- Demonstrates the ability to put all participants at ease, particularly unrepresented Teachers
- Writes decisions in line with the GTCS style guide, in a transparent and accessible manner, using plain English
- Displays active listening skills (e.g. attentive and allowing time for responses)
- Demonstrates appropriate body language (suitable posture, gestures, facial expressions and eye contact)
- Demonstrates sensitivity and tact where appropriate
- Demonstrates I.T. literacy

## Values

- Demonstrates professionalism:
- well prepared
- organised
- on time
- good concentration and focus
- maintains confidentiality

- adheres to agreed tasks and timescales (including providing draft Panel decisions in line with timescales set out in the Terms of Appointment)
- provides appropriate levels of availability to facilitate hearing scheduling
- demonstrates ability and willingness to learn and develop and reflects on learning needs and takes action to address them.
- Demonstrates fairness:
- Promotes equality, diversity and inclusion
- Recognises and discloses any potential conflict of interest at earliest opportunity

## **Conduct**

- Demonstrates a collaborative and inclusive approach; displaying courtesy, trust and respect to all participants in the hearing process
- Demonstrates awareness of the impact of his/her behaviour on others
- Understands and demonstrates respect for the role of Panel members, Conveners and Servicing Officers
- Open and receptive to feedback
- Displays a non-biased approach to proceedings

## **Professional knowledge and skills**

- Demonstrates clarity regarding the role of a Legal Assessor in Fitness to Teach proceedings, including in relation to unrepresented Teachers
- Has knowledge of the applicable legal framework / rules / procedures / guidance (including GTCS Practice Statements) and advises Panel members accordingly
- Ability to research and accurately advise on relevant case law

- Ability to problem solve in a legal/procedural context
- Ability to advise on a fair process
- Understands that decisions must be appropriately reasoned, logical and in line with GTCS rules and legislative framework
- Plays an appropriate advisory role in deliberations and decision-making, encouraging Panel members to provide detailed reasons
- Engages constructively in the decision-writing process so that the Panel's findings and reasons are properly reflected and may be understood by the parties and the public.