

ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

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LB/SME

Dear Colleague

AJNCT/7 ACTING HEAD TEACHERS (PRIMARY SCHOOLS): CREATION OF A POOL OF CANDIDATES

The nationally agreed package of pay and conditions of service for Scottish Teachers, "A Teaching Profession of the 21st Century" established that local agreements should cover devolved conditions of service matters which are not subject to national bargaining, including appointment procedures.

Following discussions, agreement has been reached on guidelines for the implementation, in Angus, of the procedural arrangements for the creation and replenishment of a pool of primary teachers from which temporary appointments to Head Teacher posts in certain primary schools would be made. These guidelines are attached as an **Appendix** to the Circular.

The guidelines were approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 10 February 2003 and subsequently ratified by the Staffing Sub-Committee on 27 February 2003.

Yours sincerely

**CATHERINE A COULL
PHILIP JACKSON**

Joint Secretaries

cc Chief Executive
Director of Education
Director of Finance
Personnel Services Manager

ANGUS COUNCIL – EDUCATION DEPARTMENT

ACTING HEAD TEACHERS – CREATION OF A POOL OF CANDIDATES

1 BACKGROUND

- 1.1 Reference is made to the Discussion Paper on “Acting Head Teachers” which featured on the agenda of:

JCC (Teachers)	13 May 2002
Angus JNCT	16 September 2002
Primary Head Teachers Meetings	24 September 2002

- 1.2 After full and careful consideration of that Discussion paper, there emerged a very strong consensus view that – on balance – more formal arrangements than have hitherto applied should be adopted when Head Teacher posts in the smallest primary schools become vacant for a temporary period.

2 PROPOSALS

- 2.1 For those schools which have a Depute Head Teacher in post, the temporary absence of the Head Teacher should be covered by the Depute (NB in future (from August 2003 onwards) some schools may have more than one DHT, and new arrangements will be required in those schools in order to ensure that no confusion can arise when a Head Teacher is temporarily absent from duty, or when the Head Teacher post is temporarily vacant).
- 2.2 For any school with no DHT in post, the temporary absence of the Head Teacher (or any temporary vacancy for the post of HT) will be filled by selecting from a pool of colleagues who have been previously identified as willing and able to undertake such temporary duties.

3 PROCEDURAL ARRANGEMENTS FOR CREATION AND REPLENISHMENT OF POOL

- 3.1 A Person Specification will be drawn up, to be shared with Head Teachers and their staffs in order to raise awareness of the qualities and attributes being sought from potential participants in the pool.
- 3.2 An initial briefing session will be offered for any qualified and experienced primary teacher who wishes to find out more about the proposed pool. No qualified Teacher should be excluded from applying to be considered for the pool. It is possible that some unpromoted Teachers (including Chartered Teachers in the future) may well be eminently suitable. All current DHTs and AHTs would certainly be eligible as would Principal Teachers in the future and indeed Chartered Teachers and Teachers. In addition, it is possible that an existing Head Teacher of a very small school may wish to put her/his name forward, although this would lead to the possibility of disruption to three schools when one HT is absent.
- 3.3 After the briefing session, an advertisement will appear in VIEW seeking formal applications from interested colleagues.
- 3.4 All those applicants for the pool who meet the essential criteria in the Person Specification will be granted an interview.
- 3.5 On completion of interviews each applicant will be informed whether or not her/his application has been successful (NB It is anticipated that the vast majority of applicants will be accepted for the pool).

- 3.6 Those colleagues who do form the new pool will be sent annual reminders of their participation and offered the opportunity to withdraw their names from the pool if they so wish. The steps set out in para 3.3 to 3.6 will be repeated periodically as required (probably once every 2 or 3 years).

4 PROCEDURAL ARRANGEMENTS FOR FILLING VACANT TEMPORARY POSTS

- 4.1 For the short term absence of a Head Teacher (up to 2 or 3 weeks) a colleague within the staff of that Head's school will normally be expected to take on the Head's duties.
- 4.2 As soon as it becomes clear that a Head Teacher vacancy is likely to exist for a period of more than 3 weeks, steps will be taken to fill that vacancy temporarily.
- 4.3 In certain situations the Head Teacher of another school may be asked to step in temporarily in another school provided a.n. other (non Head Teacher) from the pool can be identified to fill in for that Head (NB These circumstances are only likely if:
- the Head Teacher himself/herself has sought to be in the pool, **and**
 - the disruption caused to 3 schools (rather than 2) can be minimised to the Director of Education's satisfaction.)
- 4.4 The Director of Education will select whichever candidate from the pool he feels is best suited to undertake the necessary duties, based on the following criteria:
- firstly, preference will be given by reference to seniority, range of experience, and staff development opportunities taken
 - secondly, any colleague in the pool who has undertaken acting HT duties for a period of 6 weeks or more in the previous 18 months will not normally be selected
 - lastly, preference will then be given to any geographic priorities specified by individual colleagues in the pool.
- 4.5 Prior to the temporary arrangements being finalised, the Council will ensure that adequate cover is available in the school of the teacher who is to become an Acting Head. If such cover is not available for whatever reason then this situation will be discussed with the relevant Head Teacher, and it may be that the person will not be able to take up this opportunity and another colleague from the pool will be selected (using the criteria outlined above in 4.4). [NB It is anticipated that such a situation will occur only rarely.]
- 4.6 Similarly if the teacher selected to become an Acting Head feels unable to accept the opportunity then another colleague from the pool will be selected (using the criteria outlined above in 4.4).

5 CONDITIONS OF SERVICE APPLYING TO ACTING HEAD TEACHERS

- 5.1 Any teacher selected from the pool to become an Acting Head Teacher temporarily will have the same conditions of service as any other teacher on a temporary secondment, including:
- salary will be paid according to the salary level of the substantive HT post, or at the successful applicant's current salary if that is greater
 - an enhanced salary will only be payable if the secondment lasts for a period of at least 20 working days (in accordance with agreed conditions of service)
 - the post-holder will be free to apply for any substantive promoted post during the term of her/his secondment

- at the end of the secondment, the post-holder will return to her/his substantive post on terms and conditions no less favourable than would have applied had she/he not undertaken the secondment.

6 TRAINING

- 6.1 To obtain maximum benefit (for the Council and for individual members of staff) an annual training programme will be made available to all staff participating in the proposed pool.
- 6.2 The detailed arrangements will be developed prior to each year's Staff Development Programme being published but will include:
 - job shadowing for a short period each year of a Head Teacher of a small school
 - termly structured discussions with a named mentor.
- 6.3 In addition, each participant (and any aspiring participant) in the pool will be eligible to apply for enrolment as an SQH candidate.

7 FUNDING

- 7.1 No funding disadvantage will accrue to any school from whom a substantive member of staff is seconded to undertake the duties of an Acting Head Teacher in another school.
- 7.2 In particular, this will mean that the devolved budget of any school from whom a member of staff is seconded will be adjusted – if necessary – to take account of whatever staffing changes in that school may be necessary.

Enc

JAA/RB
December 2002