



**LEADERSHIP DEVELOPMENT OPPORTUNITY-
PROPOSED PROCEDURES FOR FILLING TEMPORARY VACANT
HEAD TEACHER POSTS ON AN ACTING UP BASIS**

1. Introduction

- 1.1 The Education Service is developing its Leadership Programme. This includes a mentoring programme for aspiring head teachers. As part of this programme, the authority provides opportunities for developing leadership skills through involvement in working parties and cluster working. Temporary acting posts provide an opportunity for promoted post holders to develop the knowledge and skills required of a head teacher. All acting head teachers would be supported by an experienced head teacher in a mentoring role.
- 1.2 On occasion, head teacher posts in East Dunbartonshire schools fall vacant on a temporary basis for a variety of reasons e.g. long term illness, secondment and during the period where a permanent post is advertised and filled.
- 1.3 The proposal outlined in 2.1 to 2.17 below to fill vacant head teacher posts on temporary basis will enhance opportunities to assist in the development of existing promoted post holders.

2. Proposed Arrangement – Internal Advertisement

- 2.1 It is proposed the undernoted procedure is adopted to fill acting up temporary head teacher post vacancies with immediate effect.
 - 2.1.1 When a temporary head teacher post vacancy occurs in an educational establishment, the post will be advertised through the Teachers' Staffing Team and be open to permanent promoted post holders registered with GTC Scotland and employed within East Dunbartonshire.
 - 2.1.2 Information published in relation to the vacancy will include the location, salary and title of the post, the anticipated duration of the post and the date of availability of the post (if not immediate) and the advert closing date.
 - 2.1.3 Applicants will not be required to complete the standard application form. A letter of interest should be submitted, by the deadline date, to the Head of Education. Applicants should outline suitability and experience relevant to the vacant temporary post.
 - 2.1.4 Letters of interest received after the advert closing date will not be accepted.
 - 2.1.5 Interviews for the vacant post will normally consist of the compilation of a short list only. Interview timescales will be, of necessity, shorter than normal.
 - 2.1.6 As the posts involved are of a temporary nature there will not normally be any Parent Council involvement as is required for permanent head teacher appointments.

2.1.7 In the event a vacant temporary post is subject to a job share then the 'sharer' will be given the opportunity to fill the vacancy by temporarily moving up to a full time contract prior to the post being advertised as above.

3. Timescale

- 3.1 As this procedure will lengthen the time taken to fill temporary vacancies, it will operate only when such vacancies are likely to be of at least 8 week's duration.
- 3.2 If the duration of the temporary vacancy is likely to be less than that stated in 3.1 above then the existing norm of 'appointment' will continue to operate in circumstances where time is of the essence. Firstly, consideration will be given to seeking expressions of interest from within the school and then within the school sector, if appropriate.

4. External Advertisement

- 4.1 In the event that an internal advertisement as outlined in 2.1.1 above does not generate any expression of interest, the temporary post will be re-advertised externally via My Job Scotland and the normal appointment procedure that requires the full application process will be followed.