

Education Services
Procedures and Guidelines

TEMPORARY RESPONSIBILITY IN PARTNERSHIP SCHOOLS

2018

1. CONTEXT

The advent of partnership schools has given rise to a variety of situations which are not currently covered by existing agreements or policy. The arrangements outlined below have been devised taking the following into account:

- The need to ensure continuity of learning and teaching.
- The current shortage of supply staff.
- The desire to build leadership capacity amongst staff.
- The expectation with regard to short term absence that those covering for the absence of senior colleagues will be focussed on operational matters. Where a longer term absence requires to be covered there will be an expectation that more strategic school matters will be addressed.

The guiding principles underpinning the following documents have also influenced the arrangements.

- SNCT Handbook Part 2 Section 1, 1.61 and 1.62.
- LNCT Agreement (Temporary Deputising in Primary Schools) Dec 2008.

Scenario 1: Headteacher is absent for an undetermined period of time and the absence was not known.

A: anticipating a short-term period of absence (situation will be reviewed after 4 weeks):

- Provision of one management day per week per school.
- Identify and offer the support from an identified Cluster Headteacher.

B: anticipating a longer-term period of absence:

Where the absence is “rolling” (i.e. unknown end date and extends beyond 2 weeks), Principal Teachers will be paid at Scale Point 1 of the DHT & HT Job-sized Spine.

When the absence extends beyond 4 weeks, Principal Teachers within the partnership will be given the opportunity to apply to be the Acting Partner Headteacher through the temporary Headteacher Appointment procedures.

(NB The absence may initially be covered by A and subsequently by B if the absence turns out to be longer term).

Scenario 2: Principal Teacher is absent for an undetermined period.

- After five working days, existing part-time class teachers will be offered the opportunity to increase to full-time if they are prepared to cover the Principal Teacher position.
- Thereafter all teachers in the partnership who are able and wish to work full-time during the period of absence will be invited to act as Principal Teacher.
(Increased payment commences after 20 days of absence in a six-month period).

Scenario 3: Principal Teacher and Headteacher absent in a One Teacher School

- Refer situation immediately to Schools Resources Team.

Scenario 4: Principal Teacher and Headteacher absent in a Two/Three Teacher School

- Refer situation immediately to Schools Resources Team.
- All existing class teachers will be offered the opportunity to act as Principal Teacher in their own school if they are able and willing to work full-time. Interviews will be held if necessary.
- Provision of one management day per week.
- Identify and offer support of a senior colleague.
- If this situation continues beyond four weeks, then an Acting Headteacher will be appointed, either from existing Principal Teachers within the partnership or elsewhere.

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