

**Education Procedure Manual 2/05**

**Structure of Promoted Posts  
in  
Primary Schools**

**EDUCATION PROCEDURE MANUAL NO 2/05**  
**STRUCTURE OF PROMOTED POSTS IN PRIMARY SCHOOLS**

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**1.0 INTRODUCTION**

- 1.1 This Procedure Manual outlines the grades of promoted posts applicable to primary schools and the basis for calculating the establishment of such posts.
- 1.2 A school's promoted post structure must be capable of being implemented within existing resources.

**2.0 ALLOCATION OF PROMOTED POSTS**

- 2.1 The following promoted post designations are applicable to the primary sector: Head teacher, Depute Head Teacher and Principal Teacher.
- 2.2 All schools will be allocated a Head Teacher. The allocation of Depute Head Teacher(s) and/or Principal Teacher(s) will be dependent on school roll.
- 2.3 The roll of the school, as at the September census date, and reviewed every three years will be used to calculate each school's entitlement to promoted posts.
- 2.4 If the entitlement to any particular post is not expected to last for more than two years then the post will be filled only on an acting basis. Where the temporary post is likely to be required for at least nine months, it will be advertised on an authority wide basis. In the case of posts likely to be required for a shorter period, applications will be invited in the first instance from teachers employed in the school where the vacancy occurs. This does not apply to acting head teacher posts, which are covered under Procedure Manual 2/30.
- 2.5 The Chief Education Officer may allocate, on a temporary basis, additional resources, where these are available, to a school to support specific needs.
- 2.6 Promoted posts will be allocated as detailed in Appendix 1. However head teachers have the flexibility to consider an alternative model within the allocation. This could include temporary posts for a period of time as required by the needs of the school.

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**3.0 SCHOOLS WITH AN EARLY YEARS' CENTRE**

- 3.1 The roll of an early years' centre is not included in the calculation of the entitlement to a school's promoted post structure.
- 3.2 A Head Teacher retains overall responsibility for the early years centre, the staffing structure in the nursery will be determined separately.
- 3.3 A Depute Head of Centre will be allocated to extended day and year centres. This senior post has responsibility for the operational running of the centre including line management of employees, provision of additional support needs and contributing to self-evaluation and improvement planning.
- 3.4 Centres which are not extended day and year will require additional management allocated within the school. This will to be agreed on a case by case basis with the Chief Education Officer with reference to the size of the centre.

**4.0 ADDITIONAL MANAGEMENT TIME**

- 4.1 Schools have the flexibility to augment the guaranteed management time allowances on a temporary basis e.g. where a fully funded probationer has been allocated to the school or where external funding is available.
- 4.2 All schools will continue to be additionally supported by the service according to need.

**5.0 SALARIES FOR PROMOTED POSTS**

- 5.1 All promoted posts are job sized, in accordance with the SNCT Job Sizing Toolkit, to determine the appropriate salary.
- 5.2 There are two designations of Depute Head Teacher in primary schools. The Role Profile for both is identical with one exception. The formal Depute Head Teacher normally deputises for the Head Teacher in his/her absence. The informal Depute Head Teacher deputises for the Head Teacher, as and when required (e.g. in the absence of the Head Teacher and the formal Depute Head Teacher). The salary of the formal DHT reflects the additional responsibility.

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- 5.3 Where a teacher is appointed on a temporary basis to carry out the duties of a promoted post holder in a school, education establishment or education team, pending a permanent appointment to the promoted post or in place of a teacher who is temporarily absent, the council shall increase the teacher's salary to the salary for the post.

If the teacher is already employed in that school, education establishment or education team there is no additional salary entitlement until she/he has been in the acting post for 20 days. The 20 days do not have to be consecutive. Once the teacher has been employed for 20 working days, payment is made for those 20 days and every subsequent day employed in the post.

If the teacher is again employed in an acting capacity in the same post, and six months has elapsed since the teacher left the post, the 20 working day requirement will apply once more (SNCT Handbook, 1.61 – 1.63).

- 5.4 Where the Head Teacher of a school without a Depute Head Teacher is absent, then the Principal Teacher will be paid a temporary additional allowance. This temporary additional allowance will be paid for each day of absence at the rate that would be applicable to the Head Teacher, and will be payable from the first day of the Head Teacher's absence.

**6.0 CHANGES TO PROMOTED POST STRUCTURES**

- 6.1 The establishment of promoted posts for each school will be subject to future alteration, as appropriate, following agreements within the SNCT or decision of the authority or LNCT as appropriate.

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**APPENDIX 1**

Allocation of Promoted Posts and associated Management Time in Primary Schools

<b>Pupil Roll</b>	<b>Head Teacher</b>	<b>Depute Head Teacher</b>	<b>Principal Teacher</b>	<b>Minimum Management Time Allocation (FTE)</b>
<b>Up to 100</b>	1	0	1	1.15
<b>101-150</b>	1	0	1	1.3
<b>151-220</b>	1	1	0	1.4
<b>221-350</b>	1	1	1	1.6
<b>351-500</b>	1	2	1	2.1
<b>501+</b>	1	2	2	2.3

A Principal Teacher is allocated to the Enhanced Learning Resource. This is in addition to the management allocation for the school.

A Principal Teacher is allocated to the Gaelic unit. This is in addition to the management allocation for the school.