



Education Services

*'Building Inverclyde through,
excellence, ambition and regeneration'*

LNCT 26

Policies and Procedures relative to Acting up Arrangements in Schools

Appointment to Acting-up Positions

The procedure for appointment to acting promoted posts is set out below.

Secondary Appointments:

The staff eligible for acting-up appointments in secondary schools is as follows:

- i. Acting Head Teacher - this post is open to application from the Deputes in the school
- ii. Acting Depute Head Teacher - this post is open to application from Principal Teachers in the school
- iii. Acting Principal Teacher - this post is open to application from teachers in the relevant department/faculty of the school

In the event that no suitable candidates are sourced from within the particular school in question, then an Inverclyde wide advert would be progressed. In the unlikely event that this was unsuccessful, then a national advert would be placed.

Primary Appointments:

The staff eligible for acting up appointments in primary schools would be as follows:

- i. Acting Head Teacher - the Depute in the school would be appointed. If there is more than one Depute then the Acting Head Teacher post would be open to application as per the secondary situation.
- ii. Acting Depute Head Teacher - this post is open to Principal Teachers in that school or teachers if there are no Principal Teachers
- iii. Acting Principal Teacher - this post is open to application from teachers in that particular school.

As with Secondary Schools, if no suitable candidates are sourced from within the school then an Inverclyde wide advert would be progressed. Once again, in the unlikely event that this was unsuccessful, a national advert would be placed.

Duration of Acting up Posts

Acting-up posts would not normally exceed 23 months. If a post is to be vacant for longer than that then, unless there are exceptional circumstances, the Authority would move to fill the post on a permanent basis.

A statement of particulars of employment will be issued to staff in these posts outlining the length of post, the remit involved and any other relative information.

Support Available for Acting up Posts

In general, support for those in acting-up positions will be provided by line managers. In the case of Depute and Principal Teachers requests can be made for additional Authority support.

The list below illustrates the type of support that may be offered by the appropriate line manager.

- Induction meeting
- Ongoing monitoring/support
- Advice with paperwork/policies
- Advice with specific procedures, eg Health & Safety, Child Protection etc
- Access to Quality Improvement Officers
- INSET courses
- Peer Support

This list is not exclusive and it should also be noted that the level of support may vary depending on the duration of the acting- up appointment.