

Procedure for appointing Acting Head Teachers and Depute Head Teachers

1. Appointment of Acting Head Teachers

- 1.1.** The following protocol should be implemented where a Head Teacher will be absent from their post for a period of more than 20 working days (continuous). Where the period will be less than 20 working days, or pending the appointment of an Acting Head Teacher after interview, appropriate interim arrangements will be put in place by the Head of Service or Network QIO. In emergency situations beyond 20 working days, it will be open to the authority to appoint an Acting Head Teacher without following the procedure below, subject to the agreement of the LNCT Joint Secretaries and Parent Council of the school.
- 1.2.** Acting Head Teachers will need to be appointed for a variety of reasons including:
- If the Head Teacher is appointed to another post and the notice period required does not allow the successor to take up the post until the Head Teacher has demitted office
 - To cover for secondment
 - To cover a period of extended sick leave
- 1.3.** Normally an Acting Head Teacher will be appointed from within the staff of the school, but in certain circumstances, rather than advertising the post solely within the school, it might be considered desirable to advertise the Acting vacancy throughout all schools in the authority.
- 1.4.** The Area Head of Service or Network QIO, as appropriate, should inform the Parent Council and the relevant Elected Members representing the Ward(s) in which the school catchment area is situated, giving the reason for the Acting vacancy and the likely duration. The appointment process should also be outlined. The Parent Council should be asked to nominate a parent representative to sit on the short list interview panel.
- 1.5.** The Area Head of Service or QIO, as appropriate, should **either** invite applications from the staff within the school via the school administrator or the outgoing Head Teacher **or** arrange for the Acting post to be advertised throughout all Aberdeenshire schools. Application should be made on the normal application form and returned to the Area Head of Service or QIO, as appropriate. References should be taken up for all interviewees.

- 1.6. Prior to the short leet interviews for Acting Secondary Head Teacher posts the Area Head of Service and the Network QIO should meet with the parent representative nominated by the Parent Council to be on the short leet panel to discuss the application forms of all applicants, the preferred short leet and the interview questions. The parent representative will also require to be trained in Recruitment and Selection. For Acting Primary Head Teacher posts the Area Head of Service (or his/her representative) and/or the Network QIO should meet with the parent representative, as described above.
- 1.7. References should be requested in respect of all applicants, although in the case of candidates internal to the school with the acting vacancy it is recognised that only one referee may be available.
- 1.8. The short leet interview panel for Acting Secondary Head Teacher posts will comprise the Area Head of Service (as chair), the Network QIO and one parent representative (nominated by the Parent Council). The interview should last between 30 and 45 minutes and a presentation should not be included. Although there should be a list of set questions which all candidates will answer, the proceedings should be conducted along more informal lines than would be the case in a short leet interview for a permanent Head Teacher post, with an emphasis on two-way discussion. For Acting Primary Head Teacher posts the short leet interview panel will comprise the Area Head of Service (or his/her representative), the Network QIO and one parent representative (nominated by the Parent Council).
- 1.9. Once the appointment has been made the Area Head of Service or QIO should inform school staff and parents (via the school administrator or the outgoing Head Teacher), the Chair of the Parent Council (if not present at the interviews), appropriate Elected Members and EL&L staff. A fixed term contract should be issued to the Acting Head Teacher.

2. Appointment of Acting Depute Head Teachers

- 2.1. The following protocol should be implemented where a Depute Head Teacher will be absent from their post for a period of more than 20 working days (continuous). Where the period will be less than 20 working days, or pending the appointment of an Acting Depute Head Teacher after interview, appropriate interim arrangements will be put in place by the Head of Service or Network QIO. In emergency situations beyond 20 working days, it will be open to the authority to appoint an Acting Depute Head Teacher without following the procedure below, subject to the agreement of the LNCT Joint Secretaries and the Parent Council of the school.
- 2.2. Acting Depute Head Teachers will need to be appointed for a range of similar scenarios as Head Teachers.

- 2.3. Normally an Acting Depute Head Teacher will be appointed from within the staff of the school.
- 2.4. The Head Teacher should inform the Parent Council and the relevant Elected Members that an Acting Depute Head Teacher appointment will be required, giving the reason for the Acting vacancy and the likely duration. The appointment process should also be outlined. The Parent Council should be asked to nominate a parent representative to sit on the short leet interview panel.
- 2.5. The Head Teacher should invite applications from staff within the school. Application should be made on the normal application form and returned to the Head Teacher. References will be taken up for all interviewees.
- 2.6. Prior to the short leet interviews the Head Teacher and the Network QIO should meet with the parent representative nominated by the Parent Council to be on the short leet panel to discuss the application forms of all applicants, the preferred short leet and the interview questions. The parent representative will also require to be trained in Recruitment and Selection, by the Network QIO.
- 2.7. References should be requested in respect of all applicants, although in the case of candidates internal to the school it is recognised that only one referee may be available.
- 2.8. The short leet interview panel will comprise the Head Teacher (as Chair), the Network QIO and one parent representative (nominated by the Parent Council). The interview should last between 30 and 45 minutes and a presentation should not be included. Although there should be a list of set questions which all candidates will answer, the proceedings should be conducted along more informal lines than would be the case in a short leet interview for a permanent Depute Head Teacher post, with an emphasis on two-way discussion.
- 2.9. Once the appointment has been made the Head Teacher should inform school staff, the Chair of the Parent Council (if not present at the interview), appropriate Elected Members and parents. A fixed term contract should be issued to the Acting Depute Head Teacher.

Gordon Bulloch
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April 2008

	Acting Depute Head Teacher	Acting Primary Head Teacher	Acting Secondary Head Teacher
Shortleet Meeting	Head Teacher Network QIO One Parent Council representative (the rep to be on the short leet panel)	Area Head of Service (or representative) Network QIO One Parent Council representative (the rep to be on the short leet panel)	Area Head of Service Network QIO One Parent Council representative (the rep to be on the short leet panel)
Shortleet Interview	Head Teacher (Chair) Network QIO One Parent Council representative	Area Head of Service (or representative) (Chair) Network QIO One Parent Council representative	Area Head of Service (Chair) Network QIO One Parent Council representative