

PRIMARY SCHOOL HEAD TEACHER - ACTING UP ARRANGEMENTS

Following discussion and agreement at a recent LNCT meeting I write to advise you of the undernoted arrangements which will be implemented with immediate effect.

Where a Primary School Head Teacher post becomes vacant either through illness, secondment or resignation and there is a requirement for an Acting Head Teacher then the following procedure will be followed.

1. If there is a substantive Depute then that Depute will be invited to take up the Acting Head Teacher post.
2. If there is no substantive Depute, or if the Depute does not wish to take on the Acting Head Teacher duties, then the Acting Head Teacher post will be advertised across Moray.
3. Any teacher in the school concerned who meets the relevant criteria and wishes to apply, will be guaranteed an interview.
4. Thereafter an appropriate appointment will be made.
The appointment process for such posts will be restricted to interview only involving Education Officers and a peer Head Teacher. It will not include members of Parent Council or Elected Members of The Moray Council nor will it include assessment tasks.

By adopting the above procedure, it is expected that a wider range of staff will be given the opportunity to undertake periods of acting headship and thereby gain relevant and appropriate leadership and management experiences.