

DNCT/11

Procedures for Acting Promoted Post Appointments for Teaching Staff and Associated Professionals

GENERAL

The need for acting appointments to be made for promoted teaching posts can arise in various ways. The most frequent circumstances are as follows:

- a) pending a permanent appointment to a post;
- b) when the permanent post-holder is temporarily absent from a post, eg for maternity leave, medium or long term sickness leave or secondment.

It is important that arrangements for such acting appointments are fair, equitable and transparent and accordingly should be subject to the same general requirements as apply to other appointments through the Council's Recruitment and Selection Policy. However, account must be taken of the particular contexts for acting appointments and specific guidance is therefore provided below to assist in providing a consistent approach to meeting those objectives.

ARRANGEMENTS/PRINCIPLES

1. Where the need arises within a school or establishment for an acting appointment, permission should be sought by the Head Teacher/Head of Establishment (HoE) from the relevant Head of Service. In assessing that need account should be taken of the duration or anticipated duration of the postholder's absence and of the effect, including the effect on service delivery and teacher workload, of the post remaining temporarily unfilled. In particular, however, where it is known in advance or at an early stage that the duration of the absence will exceed the 20 days criterion for additional salary payment in accordance with the National Scheme of Salaries and Conditions of Service for Teachers and Associated Professionals, then an acting appointment will be made.
2. Other than the exceptions set out in paragraphs 3 and 4, in the first instance applications should be invited from all permanent staff of the school/establishment, including those presently on secondment, maternity leave etc, on the understanding that within reasonable bounds applicants must be in a position to meet the commencement date requirements for the acting post.
3. In the following circumstances the acting post will be offered in the first instance to the postholder specified. Where the specified postholder does not wish to accept the offer of appointment, the arrangements described for other posts should then be followed.

Acting post	Specified Postholder
HT	DHT whose remit contains the sole deputising responsibility
PT (Subject)	PT (Subject Support) (where such a post is in place)

4. In circumstances where the acting post is:
- (i) a DHT post and there are other DHT posts in the school; or
 - (ii) a PT Guidance post;

then, in the first instance, the invitation for expressions of interest should be limited to the other permanent postholders in the school at the same level. If that process does not result in an acting appointment then the arrangements described for other posts should then be followed.

5. The intimation to staff of the availability of the acting post should indicate the likely duration of the acting appointment, provide for access to the person specification and job description for the post, and stipulate the closing date for receipt by the HT/HoE of a statement of interest in the post from applicants.
6. The timescale for closing date and subsequent interviews may require to reflect any urgency associated with the filling of the post but nevertheless in all circumstances should provide adequate time for staff to consider their possible application and for applicants to prepare properly for interview. The format of and arrangements for interview should be made known timeously to interviewees. To ensure sufficient time for this complete process, it is envisaged that these arrangements will normally encompass at least one working week.
7. For each post an appropriate selection panel will be formed to carry out leeting and interview.
- The panel should normally comprise:
- HT/HoE or DHT
 - Other SMT member or PT as appropriate
8. The person specifications against which the candidates are considered should be the same as those for a permanent post at that level. Where the application of the requirements of the person specification results in no suitable applications (including where this can be known in advance), then the HT may seek an appropriate relaxation of those requirements in agreement with the relevant Head of Service. Where such a change is agreed, re-advertisement will be necessary to ensure that all potential candidates are aware of the change.
9. The decision of the selection panel will be communicated by the HT/HoE to the applicants, with the opportunity offered as appropriate for feedback from interview.

10. The decision on the filling of the post will be communicated by the HT to the relevant Head of Service on the administrative form provided for that purpose. Where the circumstances merit it, positive consideration should be given to the effective date of commencement in the acting post being retrospective for the purpose of additional salary payment. The appointment will be confirmed by letter to the successful candidate.
11. Where no applications are received for an acting post or where the selection panel determines at the leeting stage or after interview that there are no suitable applicants for the post, then the acting post should be advertised by the normal means within the Education Department and thereafter the process should proceed as described above.
12. For clarification, the general principles underpinning the above arrangements will also be applied to acting arrangements for posts held by associated professionals (i.e. staff covered by the SNCT National Scheme of Salaries and Conditions of Service: music instructors, educational psychologists, education support officers and quality improvement officers).
13. Where there are exceptional circumstances regarding the school, establishment or post which would make the application of the above arrangements inappropriate or not feasible, then the matter should be raised by the Director of Education or Head of Service with the representatives of the teacher trade unions with a view to arriving at an agreed suitable alteration to the arrangements.