

ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

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CMH/CB

Dear Colleague

AJNCT/13

APPOINTMENT PROCEDURES: PRINCIPAL TEACHER POSTS IN SECONDARY SCHOOLS

The nationally agreed package of pay and conditions of service for Scottish teachers "A Teaching Profession for the 21st Century" included provision for a new improved and simplified career structure for all teachers.

At its meeting on 8 January 2004, the Council's Education Committee approved detailed proposals for new management structures in all secondary schools in Angus. As appointment and promotion procedures are devolved matters, the Committee further agreed that implementation of the new management structures should be in accordance with procedures to be agreed by the Angus Joint Negotiating Committee for Teachers.

A working group was established by the AJNCT to develop appointment procedures for the new principal teacher posts in secondary schools. These procedures are attached as an **Appendix** to this Circular.

The procedures were approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 24 May and subsequently ratified by the Staffing Sub-Committee on 27 May 2004.

Yours sincerely

CATHERINE A COULL
PHILIP JACKSON

Joint Secretaries

Enc.

cc Chief Executive
Director of Education
Director of Finance

ANGUS COUNCIL – JOINT NEGOTIATING COMMITTEE FOR TEACHERS

RECRUITMENT PROCEDURES FOR NEW PT POSTS IN SECONDARY SCHOOLS

1 Sequencing of Recruitment Procedures

First Wave – Seek to identify and appoint PTs (PCS), PTs in English (or “Languages”), Maths, Science, Support for Learning, and (if appropriate) Modern Languages.

Second Wave – Seek to identify and appoint all other PTs

2 Ring Fencing

2.1 Phase 1

2.1.1 If a new PT (Curriculum) post is to be created in a discrete area of the curriculum which currently has a single substantive Principal Teacher in the affected school (eg PT (English), PT (Maths), etc) then the current post-holder will be appointed (subject to 3.1.1 below) to the new post.

2.1.2 Similarly if the number of new PT (PCS) posts in a school is equal to or greater than the number of current substantive PTs (Guidance) in that school, then the current substantive Principal Teachers will be appointed (subject to 3.1.1 below) to the new posts. Any remaining PT(PCS) posts will be filled in line with advice provided below.

2.1.3 If a new PT (Curriculum) post is to be created in a school for an area of the curriculum which groups 2 or more current discrete subjects together, then only suitably qualified** current substantive PTs in the affected school will be eligible to apply in this Phase.

(NB – Section 6.3 of the national conditions of service (The “Yellow Book”) – on Conservation of Salary – will apply to all posts filled in Phase 1)

2.2 Phase 2

If a vacancy exists after Phase 1 has been completed, or if Phase 1 does not apply, then applications for that vacancy will be sought from:

- all suitably qualified** substantive PTs currently employed by Angus Council for whom Phase 1 did not apply, or who applied but were not appointed in Phase 1 (NB These PTs may or may not be serving in the affected school.)
- all suitably qualified** “substantive” Temporary PTs (ie people who formerly held permanent contracts as APTs) currently appointed to the affected school
- all suitably qualified** “Acting” PTs currently appointed to the affected school
- all suitably qualified ** “Acting Temporary PTs” currently appointed to the affected school

***in accordance with the terms of paragraph 4.2 of Education Committee Report 07/04 and paragraph 6.4 of the recommendations of the Working Group's Report "suitably qualified" means, in the case of Curriculum posts, candidates with a teaching qualification in at least one of the discrete subjects which form a new curriculum grouping; in the case of PCS posts "suitably qualified" means candidates with experience and expertise in pupil care and support work.*

2.3 Phase 3

If a vacancy remains after Phases 1 and 2 have been completed, then applications for that vacancy will be sought from suitably qualified teachers employed by Angus Council.

2.4 Phase 4

In the unlikely event that a vacancy remains after Phases 1, 2 and 3 have been completed, that vacancy will be advertised nationally.

3 Selection Procedures

3.1 Phase 1

3.1.1 Any vacancy in Phase 1 which attracts only one eligible applicant will be filled by that applicant, subject to confirmation (by the Head Teacher of the affected school and by the Director of Education) that the applicant meets the essential criteria in the person specification for the new post.

3.1.2 Any vacancy in Phase 1 which attracts more than one eligible applicant will be filled by interview conducted by a Selection Panel comprising:

- HT of School (Chair)[†]
- Link Adviser
- Head of Service (or Director of Education).

3.2 Phase 2

3.2.1 A Central Selection Panel will draw up all short lists. That Panel will comprise 8 Secondary Head Teachers, 2 Heads of Service (one of whom will act as Chairperson[†]) and 2 Link Advisers.

3.2.2 If only one applicant is short listed, that applicant must meet the essential criteria in the Person Specification; in which case she/he will be appointed to the post.

3.2.3 A separate Selection Panel will be established to undertake the interviews for each post.

a) In the event that no short listed candidate for a single post in a given school has been short listed for a similar post in another school, then the Panel will comprise:

- HT of School (Chair)[†]
- Link Adviser
- Head of Service (or Director of Education)

b) In the event that any short lists contain overlapping candidates, then **one** Selection Panel will be formed, comprising

- the Head Teachers of all the schools for which a vacancy is to be filled
- one Link Adviser
- Head of Service (Chair)[†] (or Director of Education)

3.3 Phases 3 and 4

3.3.1 The Appointment Procedures for each vacancy to be filled in Phases 3 and 4 (and also future arrangements for filling future PT vacancies) are noted below. Once the exercise of filling new PT posts for the first time has been completed, these same procedures will be adopted in filling any future PT vacancies which may arise.

3.3.2 The Selection Panel for any given PT post will comprise:-

- Head Teacher of school with vacancy (Chair)[†]
- DHT or PT from another school (drawn from a pool of trained DHTs/PTs)
- Link Adviser (or Head of Service, or Director of Education).

The Selection Panel will be responsible for drawing up the short list, for interviewing short listed candidates and for selecting the successful candidate.

[†] - Chairperson of each Panel will hold a casting vote, if necessary

4 Salary Conservation

4.1 Underlying Principles

4.1.1 New Job Descriptions for all new PT posts will be developed prior to selection procedures being implemented. In the case of PCS, it is anticipated that all new PT (PCS) posts in any one school will be the subject of Job Descriptions which allow for rotation of remits, and therefore are likely to be associated with the same (Job Sized) salary. In any event, the new Job Description will be used to inform the Job Sizing process for each new post. Each new post will be Job Sized following completion by the Head Teacher of a Job Sizing questionnaire. The Job Sizing process will be undertaken in accordance with locally agreed procedures.

4.1.2 All posts filled in Phase 1 will be covered by Section 6.3 of extant national Conditions of Service (The "Yellow Book").

4.1.3 No teacher who successfully applies for a new PT post in Phase 2, will be paid on a lower salary than would have pertained had she/he not applied for the post.

4.1.4 The arrangements exemplified below will apply only to posts filled in Phases 1 and 2, and only to current substantive PTs.

4.2 Examples

4.2.1 Substantive PT appointed to current substantive post prior to 1 April 2001

- a) Applies successfully for a new PT post on a **higher salary**
 - new salary is protected by 3 year cash conservation; if cash conservation has to be applied in the future, then at no time will this teacher receive a salary less than she/he would receive based on her/his current conserved salary point.
- b) Applies successfully for a new PT post on the same salary, or (in exceptional cases) on a **lower salary**.
 - teacher continues to receive current salary, conserved as at present.

4.2.2 Substantive PT appointed to current substantive post on or after 1 April 2001

- a) Applies successfully for a new PT post on a **higher salary**
 - new salary is protected by 3 year cash conservation (in accordance with nationally agreed conditions of service).
- b) Applies successfully for a new PT post on the same salary, or (in exceptional cases) on a **lower salary**.
 - teacher continues to receive current salary, protected by 3 year cash conservation, as at present

5 **Date of Appointment**

Subject to the exigencies of the service:

- 5.1 It is anticipated that all new PTs appointed during the “First Wave” (see 1 above) will take up post in the course of school session 2004/2005 – probably between 1 October 2004 and 1 March 2005.
- 5.2 It is further anticipated that all new PTs appointed during the “Second Wave” (see 1 above) will take up post probably between 1 May 2005 and 15 August 2005.