



Education, Culture & Sport Service

Highland Local Negotiating Committee for Teachers

LNCT Agreement no. 5 -

**Appointments Procedures – PTs and DHTs
(Primary)**

THE HIGHLAND COUNCIL

EDUCATION, CULTURE & SPORT SERVICE

Appointments Procedures – Principal Teachers & Depute Head Teachers (Primary)

1. Introduction

- 1.1. 'A Teaching Profession for the 21st Century' provides for an improved and simplified career structure for all teachers. The new structure is common across all sectors. The Agreement introduces 3 grades of teacher: probation, maingrade and chartered. Across both primary and secondary sectors the promoted post structures are simplified, with the loss of Assistant Principal Teacher (APT), Senior Teacher (ST), and Assistant Head Teacher (AHT), leaving 3 types of promoted grade only – Principal Teacher, Depute Head Teacher and Head Teacher.
- 1.2. In order to deal with the current management deficit in primary schools, new management structures are required. The new structure will include the post of Principal Teacher, will revise both the management time and roll related starting point for the post of Depute Head Teacher, and will revise the management time for teaching Head Teachers.
- 1.3 Each Principal Teacher post will have a generic Principal Teacher job remit, agreed by the LNCT and based on Annex B of 'A Teaching Profession for the 21st Century'. The generic job remit should be supplemented by post specific information as appropriate. However, it should be noted that all duties specific to the post must be related to and contained within Annex B, and capable of being carried out within contractual time. Principal Teacher posts will be allocated management time, commensurate with the size of the post, initially up to 0.2.
- 1.4 Depute Head Teacher posts will be allocated substantially more management time than has previously been associated with the post. Each new Depute Head Teacher post will have a job specification showing the management duties related to the post. These duties must be capable of being carried out within contractual time.
- 1.5 Successful candidates for the posts of Principal Teacher in the new promoted post structure must meet the criteria required to carry out the duties of the post effectively. Meeting the criteria will be demonstrated via the normal application and interview process.
- 1.6 Due to budgetary pressures, it will not be possible for all schools to move to a new management structure immediately. A staged approach will be required with some aspects of the structure being put in place with immediate effect, whilst others will take a number of years to implement fully.

2. Eligibility for Principal Teacher posts

- 2.1 Following the suspension until February 2007 of the requirement to advertise Principal Teacher posts nationally, all new Principal Teacher posts within new management structures will be advertised using the following procedures.
- 2.2 In the first instance, Principal Teacher posts will be advertised internally to the school, and be open to former Senior Teachers.
- 2.3 If an appointment is not made as outlined in 2.2, either because no former Senior Teacher has applied for the post, or the candidate has failed to meet the criteria for the post, the post will be re-advertised internally to the school and open to all teaching staff within the school.

- 2.4 If an appointment is not made from staff within the school, the post may be advertised within the Highland Council area, and be open to all teaching staff.
- 2.5 If an appointment is not made from staff within the Highland Council area, the post may be advertised nationally.

3. Matching procedure for Depute Head Teacher posts

- 3.1 Matching in is a process which may be applied to those holding the permanent post of Depute Head Teacher.
- 3.2 Where a Depute Head Teacher post in a new structure is unaltered from the corresponding post in the old structure, the post holder will be matched in to the new post.
- 3.3 Agreement as to whether a Depute Head Teacher post meets the criteria for matching in should be reached between the Head Teacher and the current post holder. Where agreement cannot be reached, such cases should be referred to the Area Education Manager and thereafter to the Joint Secretaries of the LNCT.
- 3.4 Conservation rights will be as agreed nationally. Therefore, where a post holder is matched in to a post in the new structure, all conservation rights related to the post in the old structure are preserved. The matching in process does not affect the post holder's conservation rights in any way. Conservation rights are affected only if a post holder makes an application for and is appointed to a new post.
- 3.5 Matching in is restricted to the filling of posts in the new structure, and is likely to apply only to a small number of posts. It should be regarded as a transitional measure only, in that future vacancies of Depute Head Teacher posts will be advertised and filled in the normal manner.

4. Eligibility for Depute Head Teacher posts

- 4.1 All new Depute Head Teacher posts within new management structures, other than those which have been matched in, will be advertised in the normal manner.
- 4.2 All appointments to new Depute Head Teacher posts, other than those which have been matched in, will be made following competitive interview according to Highland Council's ECS appointments procedures for teaching staff.

5. Implementation

- 5.1 Head Teachers should complete job sizing questionnaires for all new Principal Teacher and Depute Head Teacher posts within the new structure. These should be submitted to the Area Education Manager for signing off. Thereafter the AEM should forward the questionnaires to the Principal Staffing Resource Officer. The posts will be validated by a job sizing co-ordinator and thereafter processed through the job sizing toolkit in order to establish the scale point and salary for each post. The posts will be advertised showing the new job sized salary.
- 5.2 Staff eligible to apply for new posts in the new structure should indicate interest in the normal manner.
- 5.3 Appointments will be made to new posts following successful interview according to Highland Council's ECS appointments procedures for teaching staff.

6. Transitional arrangements

- 6.1 Where former Senior Teachers either do not apply for a new post, or are unsuccessful in applying for a new post, they will continue as unpromoted staff while retaining their current assimilated salary.

- 6.2 Where current Depute Head Teachers do not wish to apply for a new Depute Head Teacher post or are unsuccessful in applying for the new post they will remain in their current position of Depute Head Teacher, retaining their current salary with associated conservation rights. They will continue with associated management duties commensurate with 0.1 management time.
- 6.3 In the event of a Head Teacher being unable to proceed to the appointment of a new Depute Head Teacher or Principal Teacher the Head Teacher will have the flexibility to use the management time budgetary allocation as appropriate in the transitional period. Any such transitional plans should be agreed by the Area Education Manager.

Signed on behalf of the Council

Signed on behalf of the Teachers' Side

Name Bruce Robertson

Name Andrew Stewart

Designation Joint Secretary LNCT

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Date 21 May 2004

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