

**Title:** Acting up to fill Temporarily Vacant Management Posts in Schools

**Number** F2

**Date:** 17<sup>th</sup> June 2011

1. From time-to-time promoted posts in SBC schools fall vacant on a temporary basis.
2. The posts in question are Headteacher, Depute Headteacher and Principal Teacher.
3. In secondary schools 'Principal Teacher' refers to both PTs (Pastoral) and PTs (Curriculum).
4. These management posts fall vacant on a temporary basis for a variety of reasons e.g. maternity leaves, long term illness, secondments, etc.
5. The procedure is as follows:-
  - When a temporary management vacancy occurs in a school the post will be advertised on the My Job Scotland website.
  - The information about such vacancies, published in this list, will include, in addition to the location and title of post, the likely duration of the temporary vacancy, the conditions for eligibility, date when the post will be temporarily available (if not immediate) etc.
  - Applicants will not have to complete the usual application form. Instead a letter of interest should be submitted to the relevant Manager (Pre-school, Primary, Secondary or Additional Educational Needs). This letter of interest should outline suitability for the vacant post by listing experience(s) which may equip applicants for the vacant temporary appointment.
  - Interviews for such vacant posts will normally consist of the compilation of a short-leet only (i.e. no long leet). Interview timescales will be, of necessity, shorter than normal.
  - As the posts involved are temporary in nature there will not normally be any Parent Council involvement. This is required for HT and DHT permanent vacancies.
  - 'Backfill' for the successful applicants filling temporary management posts will largely follow the same procedure as set out above.
  - Vacancies for temporary maingrade teacher posts will also normally follow the above procedure unless an existing part-time teacher is willing to cover the vacancy by increasing their working week.
  - If a vacant temporary management post is subject to a job-share then the 'sharer' will be given the opportunity to fill the vacancy by temporarily moving up to a full-time contract prior to the post being advertised.
6. As this new procedure will lengthen the time taken to fill temporary vacancies It will operate only when such vacancies are likely to be of at least 12 week's (ie approximately a minimum of one term) duration.
7. If the duration of the vacancy is likely to be less than that stated in 10 above then the existing norm of 'appointment' will continue to operate in

circumstances where time is of the essence. Consideration will be given to seeking expressions of interest from within the school, or within the local learning community, if appropriate.

12. Even when the new procedures are used an immediate interim solution to a temporary vacancy may be required. This will be by the current 'appointment' procedure.