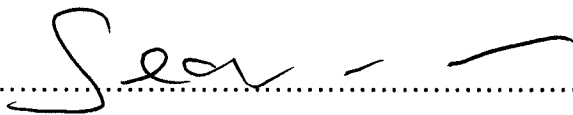


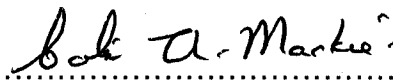
PERTH AND KINROSS COUNCIL
JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF
LOCAL AGREEMENT
“Principal Teachers in the Primary School”

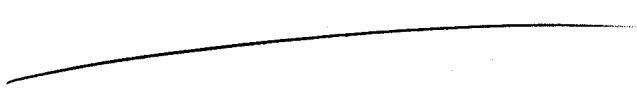
In terms of the Local Recognition and Procedure Agreement, it is accepted by all signatories acting on behalf of the Council and the recognised unions that this agreement is a binding local agreement effective from 9 April 2003. This supersedes relevant provisions within the National Agreement and constitutes a formal amendment to the terms and conditions of employment for teaching employees within Perth and Kinross Council.

G Waddell, Executive Director (Education & Children's Services), on behalf of
Perth and Kinross Council:

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C Mackie (EIS), on behalf of Teachers' Trade Unions:

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PERTH AND KINROSS COUNCIL

Joint Negotiating Committee for Teaching Staff – 31 March 2003

PRINCIPAL TEACHERS IN THE PRIMARY SCHOOL

REPORT BY THE DIRECTOR OF EDUCATION AND CHILDREN'S SERVICES

ABSTRACT

This Report seeks approval for the introduction of Principal Teachers in Primary Schools as part of the National Agreement - A Teaching Profession for the 21st Century.

1 RECOMMENDATIONS

It is recommended that the Committee:

- i) Approve the attached phased introduction of Principal Teachers.
- ii) Approve the allocation of additional development days to small schools who do not receive a Principal Teacher.
- iii) Agrees the generic job description and person specification for these posts.
- iv) Instructs the Director of Education & Children's Services to bring forward a report in due course in relation to the impact of these posts in relation to the Raising Attainment and Achievement agenda.

2 BACKGROUND

- 2.1 As part of the McCrone Agreement a new improved and simplified career structure for all teachers was to be introduced from 1 April 2002. The new structure will be common across all sectors.
- 2.2 This new structure introduced the concept of Principal Teachers in the primary school for the first time although there is no predetermined national formula identified.
- 2.3 At the JNCT meeting in October 2002 it was agreed that Senior Teachers in primary schools should not automatically be converted to Principal Teacher status. Current Senior Teachers however will be able to apply for PT posts.
- 2.4 A primary management review group was recently set up to examine the possible roll out of Principal Teachers across Perth & Kinross. This group consisted of head teachers from the Primary Strategy Group, professional association representatives, Service Managers and a Human Resources representative.
- 2.5 The group examined the proposed Perth & Kinross formula, salary levels, non contact time to carry out duties, job descriptions and person specifications related to Principal Teachers in the primary school.

3 PROPOSALS

- 3.1 It is recommended that all new Principal Teacher posts in Perth & Kinross are subject to open recruitment. It is possible that this may involve the creation of excesses in certain circumstances. However, these would be dealt with in the normal way as part of the staffing exercise.
- 3.2 The salary level for the new Principal Teacher posts as of August 2003 would be £31,299 which is the bottom point of the new pay range for Principal Teachers and the mid-point on the Chartered Teacher Scale. These posts will be subject to job-sizing in due course.
- 3.3 It was agreed that in schools where there are Principal Teacher posts there would need to be an allocation of management time per school session in order that duties relating to the job description can be carried out effectively.
- 3.4 It was recognised that these days could be allocated on a sliding scale in relation to the school roll. Allocation of non teaching days will be set on August projected rolls and will remain in place for a full session. The days will be programmed at the discretion of each head teacher in order to allow for flexibility in relation to the blocking of days for specific tasks.
- 3.5 As part of the Teaching Profession for the 21st Century a 35 hour working week was agreed. By August 2006 all teachers will have a maximum class contact time of 22.5 hours. In primary schools from August 2004 until August 2006 a maximum class contact time will be 23.5 hours. These arrangements will also apply to Principal Teacher posts in Perth & Kinross primary schools.
- 3.6 In addition to the provision of non contact days of approximately £160 per day there is a potential cost in the uplift of salaries in relation to the individual teachers appointed to these posts. In the case where Senior Teachers are successful in being identified as Principal Teachers this would be cost neutral. However, where the successful appointment is at the top of the main grade teaching scale the uplifted salary per post would be approximately £2,500. This of course may increase depending on the current salary of the teacher.
- 3.7 It is proposed, in phases 1 and 2, that there will be approximately 30 Principal Teacher posts across Perth & Kinross. These would be focussed on schools where there are no current management staff in addition to the head teacher. This would enable these schools to have a second management person to complement that of the head teacher.
- 3.8 It is proposed that the phased implementation, which will be based on available resources, will be that outlined in Annexe 1.
- 3.9 The initial phase 1 will focus on the primary schools with the largest projected rolls for August 2003 where the head teachers are currently teaching ie rolls of less than 120. It is intended to provide, by August

2004, a Principal Teacher in all primary schools of over 50 pupils and up to a roll of 220 pupils ie schools without a second management post.

4 RESOURCE IMPLICATIONS

- 4.1 In 2003/04 phase 1 will be implemented from August 2003 and will be contained within the overall resources made available to implement the McCrone Agreement.
- 4.2 Within the full financial year 2004-05, when the roll out will commence in full, a specific McCrone allocation of £230,000 is available.

5 STRATEGIC PRIORITIES

This proposal relates to the strategic priority to provide effective and efficient services which delivery quality and value for money. It also links to the service plan priority of raising attainment and achievement.

6 CONSULTATION

Professional associations, Director of Human Resources and Primary Strategy Group have been fully consulted in the preparation of this Report.

7 CONCLUSION

- 7.1 Acceptance of this Report will keep Perth & Kinross on track in relation to the implementation of McCrone arrangements specifically within primary schools.
- 7.2 These proposals will also help to redress the imbalance in management structures between the primary and secondary sectors.
- 7.3 These proposals will, in the initial phase, expand management structures in primary schools which currently operate with no management staff in addition to the head teacher.

GEORGE WADDELL
DIRECTOR OF EDUCATION AND CHILDREN'S SERVICES

For further information, contact Ian Mason, Service Manager - Staffing, ext 6312

BACKGROUND PAPERS

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

Appendix 1 - Phased implementation proposals

Appendix 2 - Generic job description

Appendix 3 - Generic person specification

Principal Teachers in the Primary

ANNEXE 1

Phased Implementation based on available resources

Phase 1 August 2003	10 largest schools with teaching head teachers based on projected rolls for August 2003 ie 120 and below	Schools will be allocated an additional 25 days management time for duties relating to the job description of a PT
Phase 2A August 2004	10 schools (approximately) with non teaching head teachers ie above 121+ roll. Based on August 2004 projected roll.	Schools will be allocated an additional 30 days management time for duties relating to the job description of a PT
Phase 2B August 2004	10 largest schools (approximately) remaining with teaching head teachers. Based on August 2004 projected roll.	Schools will be allocated an additional 30 days management time for duties relating to the job description of a PT
Phase 2C August 2004	Remaining small schools (approximately 22) with teaching head teachers ie roll of 50 or less	No PT - 10 days development time per session to take forward school Quality Improvement Plan
Phase 3 From August 2004	Review of overall primary management structure for all primaries with DHTs. Consideration of future deployment of PTs in line with identified resources.	

NB Allocation of non teaching days will be set on August projected roll and will remain in place for full session. Days will be programmed by headteacher.

Possible consideration of PTs in primary school support services.



Principal Teacher – Primary

Generic Job Description

Job Purpose: The two main thrusts of this post will be the raising attainment and inclusion agenda.

Specific Tasks: Headteachers should agree with the Principal Teacher on an annual basis specific duties from the following:

- a) responsibility for the leadership, good management and strategic direction of colleagues
- b) curriculum development, assessment and quality assurance
- c) contributing to the development of school policy in relation to the behaviour management of pupils
- d) the provision of advice, support and guidance to colleagues
- e) contribute to the leadership, good management and strategic direction of pastoral care within the school
- f) contribute to the development and implementation of whole school policies dealing with guidance issues, pastoral care, pupil welfare and behaviour management
- g) working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate

Outline of Teacher Duties

TEACHER/CHARTERED TEACHER

Subject to the policies of the school and the education authority the duties of teachers, promoted and unpromoted, are to perform such tasks as the Head Teacher shall direct having reasonable regard to overall teacher workload related to the following categories:

- a) teaching assigned classes together with associated preparation and correction
- b) developing the school curriculum
- c) assessing, recording and reporting on the work of pupils
- d) preparing pupils for examinations and assisting with their administration
- e) providing advice and guidance to pupils on issues related to their education
- f) promoting and safeguarding the health, welfare and safety of pupils
- g) working in partnership with parents, support staff and other professionals
- h) undertaking appropriate and agreed continuing professional development
- i) participating in issues related to school planning, raising achievement and individual review
- j) contributing towards good order and the wider needs of the school

PERSON SPECIFICATION - Generic for all Primary Schools

APPENDIX 3

Job Title: Principal Teacher (Primary)

Attributes	Essential	Desirable	Assessment Method
Health and Physical	<ul style="list-style-type: none"> • Good health and attendance record. 		<ul style="list-style-type: none"> • Reference
Experience	<ul style="list-style-type: none"> • Range of primary teaching experience. • Effective classroom practitioner. • Understanding of the Inclusion agenda. • Evidence of a contribution to curriculum development. 	<ul style="list-style-type: none"> • Experience of contributing to whole school developments. • Experience of working successfully as part of team. • Evidence of working with parents, community and other agencies. 	<ul style="list-style-type: none"> • Reference • Interview • Application
Skills (Generalist)	<ul style="list-style-type: none"> • Evidence of effective oral, written and communication skills. • Evidence of contributing to school planning and evaluation. • Evidence of sound management skills. 	<ul style="list-style-type: none"> • Experience of using information technology in the classroom and for management. • Evidence of managing developments. 	<ul style="list-style-type: none"> • Reference • Interview • Application
Skills (Specialist)	<ul style="list-style-type: none"> • Evidence of commitment to Raising Standards and promoting Effective Learning and Teaching. • Understanding of positive behaviour management. 	<ul style="list-style-type: none"> • Understanding of national and local priorities. 	<ul style="list-style-type: none"> • Reference • Application • Interview
Education & Qualifications	<ul style="list-style-type: none"> • Diploma/Degree in Primary Education. • GTCs Registration. 	<ul style="list-style-type: none"> • Evidence of ongoing professional development. 	<ul style="list-style-type: none"> • Reference • Application

Inter-Personal & Social Qualities	<ul style="list-style-type: none">• Ability to motivate colleagues and promote successful teamwork.• Communicate and liaise effectively and sensitively with staff, parents and the wider community.• Ability to manage change effectively.• Positive rapport and relationships with pupils.• Ability to promote and develop a positive school ethos.		<ul style="list-style-type: none">• Reference• Interview
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