



Date 19/12/2014

LNCT/14/21 Quick recruitment Guide

Dear Colleague,

New guidance has been added that allows for the distribution of additional hours to existing part-time teachers without recruitment – see new section 1.1 Additional hours. The purpose of the Quick Guide is to signpost those LNCT agreements that cover all aspects of teacher recruitment and transfers. No agreement can anticipate all situations and where there is a perceived need to vary an agreement then the QIO and the LNCT Joint Secretaries should be contacted in relation to such a proposed variation. The Guide covers:

1. Appointments
 - 1.1 Additional hours.
 - 1.2 Permanent Appointments
 - 1.3 Fixed term appointments
 - 1.4 Short term supply
 - 1.5 Acting Up appointments
 - 1.6 Appointment PTF when Faculty created
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- 2 Appointments
 - 2.1 Transfer to permanent contract
 - 2.2 Job share policy
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 - 2.4 Redeployment of excess HTs,DHts and PTGs,

Yours sincerely,

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QUICK GUIDE – TEACHER Recruitment

1. Appointments

See [HR Recruitment and Selection](#) which incorporates LNCT agreements and [Appointment Panel composition](#)

1.1 Additional hours

Corporate policy has been amended to allow for existing employees to have their hours increased in the same post title by any amount up to the maximum full time hours. It also allows, for example, a full time post to be filled by increasing the hours of, for example, two 0.5fte teachers to full time.

See Recruitment and selection procedure (above) – resource Pack.

In terms of filling posts the following order must be followed:

- If it is a job share that has left then their partner has automatic right to take up full time post (see LNCT/11/07)
- Check excess staff list with Staffing Resource Officer.
- Offer as additional hours to existing part-time staff as per Additional Hours procedure (not applicable for promoted posts)
- Advertise post externally.

Where the post is to be filled by award of additional hours to part time staff then the pool would be as follows:

Primary class teacher	All part-time and job share teachers in school	
Secondary teacher	All part-time and job share teachers currently employed to teach that subject, in the school. Failing that, any teacher qualified to teach that subject or fully GTCS registered and working towards additional GTCS Registration in the subject.	
SFL teacher	All part-time and job share SFL teachers in CSN.	

For teaching posts, the above procedure and pools must apply.

1.2 Permanent Appointments

Any new teaching vacancy should be advertised and appointed on a permanent basis except in certain well defined circumstances detailed in the next two sections

For the permanent recruitment of teaching appointments (including promoted posts) the Recruitment Policy and Procedure above highlights where there are specific considerations to be made for teaching appointments.

1.3 [LNCT/11/01](#) Fixed Term Appointments

The use of a fixed term temporary appointment may be made in the following “**long term**” circumstances:

- Family leave - Maternity leave, Paternal leave, Adoption leave
- Career break, Secondments, Sabbaticals
- Long term sickness absence
- Staffing from time limited funding
- Pattern of recurrent work
- During the course of the school year a rise in a Primary school roll may change the banding and therefore an additional teacher be required. If the school roll is expected to fall back to its previous banding for the new school year, then a fixed term contract may be issued until the end of the school year.

Fixed term contracts should also be issued for “**short term**” unplanned absences when the period of work they are engaged for is known at the outset to be greater than 2 days in duration **or** where the short term supply engagement has lasted beyond the single, continuous period of cover of 2 days. For the “short term” circumstances, fixed term contracts should also be used instead of supply as follows:

- Where a part time Teacher is engaged for additional days to teach their class or classes.
- To avoid pupils being taught by short term supply teachers for more than 2 days during an absence. The ‘2 day rule’ applies to the absence rather than the engagement of the individual supply teacher.

The Head Teacher may, in exceptional circumstances, authorise engagement on a fixed term contract before the engagement extends to 5 days

1.4 [LNCT/14/04](#) Short term Supply

The SNCT has agreed changes in relation to teachers engaged on a supply basis; these changes include the way in which Supply Teachers are engaged, the hours of employment, the duties they are required to perform and the salary point they are paid (Point 1).

Teachers should be employed on short term supply where the engagement is required and agreed on a **daily basis**. This period of work must be 2 days or fewer, with short term supply teachers expected to undertake a reduced range of duties,

Before any engagement, teachers must be informed that the offer of work is on a Supply basis.

1.5 [LNCT/14/09](#) Acting up Arrangements & [LNCT/13/04](#) Acting Up payments

Acting Up arrangements are often required to cover for absences, secondments etc. and, where they are expected to last beyond 20 days, will be subject to a fixed term contract.

There are also particular arrangements relating to HT cover including for those Primary schools without a Senior Management Team where a “nominated person” will Act Up in the HT’s absence from school.

1.6 Appointment of PT Faculty when Faculty is first created.

When the job description has been validated and the job-sizing exercise completed, the head teacher will advertise the post internally to the PT(s) of the subject(s) that will make up the faculty. Where one or more of the PTs submits an application, interviews will take place in accordance with policy and practices of the Council. The successful candidate should be appointed.

It should be noted that, in the first instance, the position of PT (faculty) is “ring fenced” for substantive PTs (subject) within the faculty grouping.

In situations where none of the PTs within the proposed faculty applied for the post, or on occasions when none of the internal candidates are considered suitable following interview, the post will then be advertised externally following the normal recruitment and selection procedures of the Council.

1.7 Changes to Faculty Structure – appointment procedures

The 2004 Guidelines set out consultation processes for setting up a faculty structure and any proposed change should be subject to school level consultation. The Guidelines also made clear new Faculty posts should not be set up where the job size was above the upper limit for PT salary point 8 of 196 points to ensure no unmanageable posts were set up. In practice, this limit only impacts on our larger schools and LNCT Joint Secretaries have agreed posts where the limit was marginally exceeded.

The original guidance set our procedures for creating a Faculty. If a PT Faculty leaves and there is no change to the Faculty structure then it is simply an open recruitment process; where a change to the Faculty structure is to occur then there are a number of new issues. A proposed new Faculty may contain existing PTFs, existing PT Subjects and “legacy” PTs.

- The PTF was set up as the “generic manager” of a curricular area and is not a subject specialist in all areas. It is difficult to see that the addition of another

subject area changes that job other than a potential job resizing. The PTFs therefore form a “matched pool” for the new post.

- The PT Subject would not have been previously considered for a PTF post and should now, for the first time, be given that opportunity. An interview should be offered to PT Subjects to determine whether they should join the matched pool or not for the PTF post.
- “Legacy PTs” are personal posts that will cease to exist when the postholder leaves. The remit is a curricular one and they are not subject to resizing on their new reduced duties. They have no further rights to be considered for recruitment for the new PTF position (other than if it goes to open advert).

Applying the principles of the 2004 document:

1. The new PTF should be initially ring-fenced for all substantive PTFs and PT Subjects who make up the new Faculty.
2. PTFs would form a matched pool and PT Subjects would be offered an interview to determine if they would join the matched pool or not.
3. Where the matched pool is one person they are automatically matched to the post.
4. Where the matched pool is more than one person then there is a competitive interview to determine which of the matched candidates is to be appointed.
5. It is only where there is no-one in the matched pool that the post should go to advert.
6. Any unsuccessful PTF or PT Subject would become legacy PTs with the same protection as set out in the [FAQs](#) – the post would not be subject to resizing on their new reduced duties. They would continue with a remit set out in the [PT Subject job description](#) which is based on curricular responsibility and no line management responsibility.

2. Transfers

2.1 [LNCT/11/01](#) Transfer to a permanent contract

Where a teacher is due to complete two years continuous service for Aberdeenshire then they may apply to be transferred to a permanent contract before the 30th April each year or in good time if their contract is due to end during the course of a school year.

2.2 [LNCT/11/07](#) Job share policy

Where a job share partner leaves, then the remaining partner is entitled to take up the full time post.

2.3 [LNCT/14/11](#) Compulsory transfer for unpromoted teachers

Where there is excess staffing in an establishment, this policy may be used to transfer unpromoted teachers.

2.4 [LNCT/10/01](#) Redeployment excess HT, DHTs & PTGs

Circumstances which could lead to permanent redeployment are

- school closures or mergers
- falling school roll affecting a school’s entitlement to DHTs or PTGs

Staffing Circular ST2/41

<http://www.snct.org.uk/library/1339/ST2%2041%202010.pdf>