



## LNCT 10 – Temporary Promoted Posts in Schools

**December 2018**

The procedure for appointment to temporary promoted posts is set out below. This is not ‘acting-up’ on a short-term basis as defined in a job description. This does not apply to posts created through temporary funding opportunities where other guidance will be issued.

The staff eligible for temporary promoted appointments in schools is as follows:

Temporary Head Teacher Post – on a short-term basis this post is open to application from any Depute Head Teachers within the authority

Temporary Depute Head Teacher Post – this post is open to application from any Principal Teachers within the authority

Temporary Principal Teacher Post – this post is open to application from teachers within the authority

If no suitable candidates are sourced from within the authority, then a temporary post will be advertised outwith Inverclyde.

These posts will be treated in the same way as a secondment and permission should be sought from your line manager. Release of staff to take up temporary promoted appointments relies on appropriate backfill for the substantive post being secured. The right of return to a substantive post will be negotiated on a case-by-case basis.

Temporary promoted posts will not normally exceed 23 months. If a post is to be vacant for longer than that then, unless there are exceptional circumstances, the Authority would move to fill the post on a permanent basis. A statement of particulars of employment will be issued to staff in these posts outlining the duration of the post, the remit involved and any other relevant information.

In general, support for those in temporary promoted positions will be provided by line managers. In the case of Depute Heads and Principal Teachers requests can be made for additional Authority support.