

South Ayrshire Council
Joint Negotiating Committee for
Teachers
Section 2: School Management
Structure of Promoted Posts in
Schools (JNCT 2.5)



Reference:

JNCT2.5

Review Date: February 2020

Version Control

Version	Date Issued	Last Review Date	Author	Update Information
1		February 2020	J Galloway	

Contents

1. Establishment of Posts.....	4
2. Allocation of Posts.....	5
3. Guidance/Pastoral Care.....	6
4. Management Time	6
5. Rights of Surplus Promoted Staff.....	7

1. Establishment of Posts

For the purpose of calculating each school's entitlement to promoted posts, the roll taken into account will normally be the roll as at the census date of the current session. The roll band will only be changed if it has remained within the new band for 2 academic sessions.

If the entitlement to any particular post is not expected to last for more than two years then the post will be filled only on an acting basis (with applications being invited in the first instance from teachers employed within the school where the vacancy arises). Schools should monitor this closely to ensure that no member of staff holds an acting post for a period in excess of 23 months as this would lead to a claim for conservation of salary which would require to be met from school budgets.

A school's establishment of promoted posts below the level of Head Teacher will be determined in accordance with a points system. The total number of points available to each school will depend on its pupil roll as outlined below

<u>Band</u>	<u>Pupil Roll</u>	<u>Entitled Points</u>
1	301 – 400	38
2	401 – 500	43
3	501 – 600	45
4	601 – 700	52
5	701 – 800	58
6	801 - 900	63

<u>Band</u>	<u>Pupil Roll</u>	<u>Entitled Points</u>
7	901 – 1000	66
8	1001 – 1100	80
9	1101 – 1200	82
10	1201 – 1300	84
11	1301 – 1400	100
12	1401 – 1500	110

- Queen Margaret Academy will be allocated an additional four points for the SLC.

South Ayrshire Council do not wish to be prescriptive with schools on how they use their entitled points. In the spirit of the devolved school management scheme these decisions lie with the Head Teacher following full consultation with the staff within each school and final agreement with the relevant Quality Improvement Manager.

2. Allocation of Posts

All secondary schools have a requirement for a Head Teacher and in addition to the unpromoted posts of classroom teacher, chartered teacher and probationer teacher, the following promoted post are applicable to schools:

Secondary

Head Teacher

Depute Head Teacher

Principal Teacher (Curriculum)

Principal Teacher (Guidance / Pastoral)

Primary

Head Teacher

Depute Head Teacher

Principal Teacher

The establishment of all other posts will be at the discretion of the Head Teacher after full consultation with the teaching staff of the school and the relevant Quality Improvement Manager.

The establishment of posts should reflect local circumstances and specific school needs but should, in all circumstances, be such as to allow the school to carry out the curricular and other policies of the authority and to conform with national agreements, e.g class sizes and 35 hour week agreements.

It is essential that responsibilities are allocated to an appropriate level of post and that no area is unmanaged or left solely in the control of an unpromoted member of staff.

The use of appropriate faculties may be given serious consideration provided recognition is taken on whether the post is affordable in terms of promoted points and realistic for the member of staff concerned in terms of workload. The requirement for schools to offer mentor and support arrangements for probationers and unpromoted staff must also be integral to these considerations.

In determining the structure of promoted posts, Head Teachers must remain within the schools allocated points and recognise the link between the remit allocated, the job sizing of the post and the resulting points value of that post. In exceptional circumstances, and with the prior approval from the relevant Quality Improvement Manager, it may be possible for schools to exceed the agreed points level for a period of time. In these circumstances the Head Teacher must be aware that the school is committed to meeting the additional cost for as long as the entitlement entitled points are exceeded.

The points value for the varying grades of promoted post are shown below and are based on the salary each grade attracts:

<u>Post Title</u>	<u>Job Size</u>	<u>Points Value</u>	<u>Post Title</u>	<u>Job Size</u>	<u>Points Value</u>
Head Teacher		0	Principal Teacher*	PT 1	1
Depute Head	DHT 1	3	Principal Teacher*	PT 2	1.5
Depute Head	DHT 2	3.5	Principal Teacher*	PT 3	2
Depute Head	DHT 3	4	Principal Teacher*	PT 4	2.5
Depute Head	DHT 4	4.5	Principal Teacher*	PT 5	3.5
Depute Head	DHT 5	5	Principal Teacher*	PT 6	4
Depute Head	DHT 6	5.5	Principal Teacher*	PT 7	4.5
Depute Head	DHT 7	6	Principal Teacher*	PT 8	5
Depute Head	DHT 8	6.5			
Depute Head	DHT 9	7			
Depute Head	DHT 10	7.5			

* applies to PT's curricular/guidance/pastoral

3. Guidance/Pastoral Care

It is the decision of each individual school, following full consultation with staff, to determine how many PT Guidance posts are required in their promoted post structure. Care should be taken to ensure that the caseload of each member of staff is not too high – around 200 being the maximum South Ayrshire norm.

4. Management Time

All teachers have a maximum contact time of 22.5 hour per week. For secondary teachers this was roughly translated as 27 periods of 50 minutes in a 33 period week. All promoted staff require allocated time to undertake the management duties pertaining to the post.

Job Sizing was designed to measure the extent of that management task therefore a decision has been taken to allocate management time to promoted staff in proportion to their placing on the salary scale. The table below shows the minimum amount of management time which should be allocated for each grade of post (except for guidance staff detailed below in the third bullet point). It is however at the Head Teachers

discretion, following full consultation with staff, whether they wish to enhance these amounts provided the school meets all costs in terms of available time or finance.

Guidance on the allocation of management time can be found in Section 8 of South Ayrshire Council's 35 Hour Week Agreement (JNCT2.7) however, shown below is a quick guide.

<u>Job Size</u>	<u>Minimum Management Periods</u>	<u>Hours</u>	<u>Total Periods of Non Contact</u>
DHT 1	10	8.33	16
DHT 2	11	9.16	17
DHT 3	12	10	18
DHT 4	13	10.83	19
DHT 5	14	11.66	20
DHT 6	16	13.33	22
DHT 7	17	14.16	23
DHT 8	18	15	24
DHT 9	19	15.83	25
DHT 10	20	16.66	26

<u>Job Size</u>	<u>Minimum Management Periods</u>	<u>(Hours)</u>	<u>Total Periods of Non Contact</u>
PT 1	2	1.67	8
PT 2	2	1.67	8
PT 3	3	2.5	9
PT 4	4	3.33	10
PT 5	5	4.17	11
PT 6	6	5	12
PT 7	7	5.83	13
PT 8	8	6.67	14

- Take maximum class contact time of 33 periods, remove 6 periods for minimum non-contact time giving 27 periods as starting point.
- Number of periods multiplied by 50 minutes then divided by 60 and rounded to nearest whole number.
- The minimum allocation of "management time" to each Principal Teacher Guidance will be 10 periods.

5. Rights of Surplus Promoted Staff

Separate guidance that outlines the protocols which will apply to promoted staff in a surplus situation can be found in South Ayrshire's Joint Negotiating Committee for Compulsory Transfer Procedures (JNCT2.2(a)).