**LNCT**

Aberdeenshire Local Negotiating Committee for Teachers

Date: Aug. 2021

**LNCT/21/34**

**Recruitment and Selection for Acting HT, DHT, and PT Vacancies**

This agreement has been subject to review in 2021 by the LNCT Joint Secretaries and HR as part of a review of current Aberdeenshire LNCT Agreements.

**LNCT Joint Secretaries**

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# Introduction

Please note this procedure is only relevant for teaching employees.

The Staffing Resourcing Officer (who will ensure compliance with appropriate LNCT agreements) will be able to advise on any emergency acting up requirements.

Contact Details:

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# General Information

All schools where there are no DHTs should identify a named person who is willing to act up on an ad hoc basis as per Acting Up arrangements and, where there is more than one teacher interested informal but appropriate interviews should take place to determine the school’s named person.

Under the terms of this procedure, the named person may be required to Act up for a period of 20 days pending an appointment of a HT to Act up for a longer period. The named person can apply for any such longer Acting up appointment but is not obliged to. The named person position can be viewed as a CPD opportunity for those wishing to progress into management but is not limited to such staff. The payment of Acting up allowance is defined in the above policy.

It is recognised that the duration for acting HT and DHT positions is not always clear cut.

The method of payment and recruitment required, for undertaking an acting up

arrangement, is determined by the length of the engagement.

If the acting up arrangement is to be for:

**Up to 3 months (see Section 1 below)** – e.g., Vacancy cover whilst a post is being advertised, short term sickness cover

* Post does not require to be advertised but the opportunity should be offered to pool of potential applicants.
* A Temporary Responsibility Claim Form should be completed each month, scanned, and submitted by emailing askHR: askHR@aberdeenshire.gov.uk

**Over 3 months (see Section 2 below)**

* Acting up post must be advertised via askHR portal and recruited to through TalentLink
* Usual recruitment checks will be undertaken by HR Transactional Team e.g. PVG, Right To Work, etc.

**Please note the following paragraph from the SNCT Handbook** [**Part 2: Section 1 - Pay, Paragraph 1.67**](https://www.snct.org.uk/wiki/index.php?title=Part_2_Section_1) **regarding conservation for promoted post holders with temporary appointments:**

*“Where a teacher has occupied a promoted post, on a temporary basis, for two or more consecutive school years and that temporary appointment ceases, then the teacher shall receive a three-year period of cash conservation (as defined in paragraph 1.63)”*

# Section 1

## Procedure for appointing Acting HT, DHT, PT Posts up to 3 months

The vacancy should be offered to pool of potential applicants as noted in Table below.

|  |
| --- |
| **Pool of Potential Applicants – Primary** |
| **Acting Vacancy** | **Pool of Potential Applicants** |
| HT | All DHTs within the school All teachers in schoolAll DHTs and Cluster PT. All teachers in Cluster and neighboring clusters considering mileage/distance to travel. |
| DHTs | All teachers in schoolAll teachers in Cluster |
| Network PT | All teachers in Cluster |
| PTs in school with joint HT | All teachers in school(s) |

|  |
| --- |
| **Pool of Potential Applicants – Secondary** |
| **Acting Vacancy** | **Pool of Potential Applicants** |
| PT Faculty/Subject | All teachers within that faculty/subject. |
| PT Guidance | All teachers in the school. |
| PT ASL / ASN | All ASL / ASN teachers in the cluster. |
| DHT | All PTs within the school |
| HT | All DHTs in the school. |

**For both primary and secondary posts:**

Where the above fails to produce an appointment, the post should be advertised within Aberdeenshire. Where a post lasts for 6 months or more then internal Aberdeenshire and/or external advertising should be used.

## Primary Ad Hoc Cover

### School which does not have a Senior Management Team

If a primary Head Teacher of a small school is out of school on business and is not contactable, then a class teacher should act as Head Teacher. The teacher may then claim the difference between their own salary and the job sized salary of the Head Teacher post by way of a TRP claim form. Once the teacher has acted up in the Head Teacher post for 20 days, (even if the days are not consecutive and provided that there has not been more than a 6-month break between days worked) payment will be made for the 20 days as well as any subsequent days.

### School with a Senior Management Team

If a primary Head Teacher is out of school on business and is not contactable, the SMT member who formally deputises for the Head Teacher would then cover this role. This Depute may not necessarily have this role detailed within their job description, however the job sizing score for their post would have been given credit for this remit. In this instance the Depute would not be entitled to claim for these days.

However, if the situation arose whereby the SMT member who formally deputises for the Head Teacher were for example off ill for a few days and one of the other DHTs within the SMT (assistants) were to cover the Head Teacher role they would be eligible to make a claim and payment would be made as above. These DHTs would not have been given credit for this role in the job sizing score for their post.

In a school where there is no SMT member who formally deputises for the Head Teacher, the SMT members would have deputising responsibilities shared between them. Therefore, in this instance they would not be able to claim if their Head Teacher were out of school on business and not contactable. These DHT’s would have been given job sizing credit for being a member of an SMT which did not include a formal depute

### Schools with a small Senior Management Team

If the school’s SMT only consist of a Head Teacher and one Depute Head Teacher and the DHT is out of school on business and is not contactable, there should be no PT/class teacher used to act as Depute Head Teacher.

However, should the situation arise where both the Head Teacher and the Depute Head Teacher are out of school and non-contactable at the same time, then payment can be made for a PT/class teacher to act as Head Teacher. Payment would be made as detailed above. This arrangement would rarely be required.

## Secondary Ad Hoc Cover

### Senior Management Team with a Formal Depute

If the Head Teacher is out of school on business and is not contactable, the SMT member who formally deputises for the Head Teacher would then cover this role. This Depute may not necessarily have this role detailed within their job description, however the job sizing score for their post would have been given credit for this remit.

However, if the situation arose whereby the SMT member who formally deputises for the Head Teacher were for example off ill for a few days and one of the other DHTs within the SMT (assistants) were to cover the Head Teacher role they would be eligible to make a claim and payment would be made as in number 1 of the Primary Ad Hoc Cover section above. These DHTs would not have been given credit for this role in the job sizing score for their post.

### Senior Management Team that does not include a Formal Depute

In a school where there is no SMT member who formally deputises for the Head Teacher, the SMT members would have deputising responsibilities shared between them. These DHT’s would have been given credit for being a member of an SMT which did not include a formal depute. Therefore, in this instance they would not be able to claim if their Head Teacher were out of school on business and not contactable. The above is not a comprehensive list but gives an illustration of possible scenarios.

## Acting Up in ‘Emergency’ Situations

Normally the ‘named person’ should act up in emergency situations until acting up recruitment can be undertaken. In emergency situations where the ‘named person’ is unable to take up acting duties, the QIO can place a suitable acting up person as acting HT whilst acting up recruitment is undertaken. The process for acting up recruitment should begin immediately.

Only if the above fails to produce an appointment should a joint/cluster HT be advertised. Temporary joint HTs should be established in line with committee Paper on Primary School Management Options [Education Committee Meeting 19/03/2020 Item 6](https://committees.aberdeenshire.gov.uk/Committees.aspx?commid=494&meetid=19407).

It is the responsibility of all Head Teachers/QIOs to give each teacher who is to undertake an acting up arrangement lasting up to 3 months the following:

Prior to commencement

* Job description outlining duties of the post of higher responsibility
* Job sized salary of the post of higher responsibility
* Likely duration of cover of the post of higher responsibility
* Date on which cover will commence
* Method of payment of higher salary (by teachers monthly temporary responsibility claim form).
* Line manager while covering the post of higher responsibility

All hours worked should be claimed on a Teachers Monthly Temporary Responsibility Payment Claim Form and emailed to askHR (see Section 4). This form should only be completed as and when required. It is a live document and may be amended without notice. The form can be found on SharePoint  [here](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/HR%20and%20OD%20Policies%2C%20Guidance%20and%20Forms/HR-Policies-and-Procedures.aspx).

Where the acting arrangement is expected to last for 20 days or more on a continuous basis, the teacher will be issued with fixed term contractual documentation.

Teachers covering on this basis will not be required to work 20 days before payment is made to them, for example, vacancy cover.

As in line with teachers’ terms and conditions as set out in Part 2 of the SNCT handbook, teachers who are covering for a period of less than 20 days duration e.g., short term sickness cover, ad hoc cover, will only be paid once 20 days have been worked, if the teacher is covering a post within their own school. Payment will then be paid for the first 20 days and any subsequent days.

These days do not require to be worked on a continuous basis. Please **do not** hold forms until after the 20 days have been worked. Even if the teacher covers the acting post for less than 20 days and no payment is due, HR Transactional Team will hold the claim form and should the teacher cover **the same post** again within a six-month period, the previous days worked would count towards the 20-day rule.

It is very unlikely that a short-term acting up arrangement would be covered in another school, but should this be the case, the 20-day rule does not apply and the claim form can be processed immediately and paid for periods of less than 20 days.

Please also refer to Section 3 – Prior to the acting up arrangement ending.

## **Section 2**

Procedure for appointing Acting HT, DHT, PT Posts over 3 months

Where the acting arrangement is expected to last over 3 months, the post is required to be advertised. Please submit a vacancy request via askHR portal.

Teachers, successfully recruited, covering for over 3 months will be automatically paid. There is no requirement for them to complete a Teachers Monthly Temporary Responsibility Payment Claim Form.

Please note:

*If a promoted position is to have a 4-month duration, please contact the HR Transactional Team in relation to advertising of this, as it is possible that the post can be advertised internally within the school under Rapid Recruitment.*

*If a teacher is to be acting up for a 4-month duration, for example, and the post has not been advertised, please contact the HR Transactional Team. The employee will claim their hours by the TRP claim form for a duration of up to 3 months.*

### Appointment of Acting Head Teachers

The following protocol should be implemented where a Head Teacher will be absent from their post for a period of more than three months.

Acting Head Teachers will need to be appointed for a variety of reasons including:

* If the Head Teacher is appointed to another post and the notice period required does not allow the successor to take up the post until the Head Teacher has demitted office
* To cover for secondment
* To cover a period of extended sick leave

The QIM or QIO, as appropriate, should inform the Parent Council and the relevant Elected Members representing the Ward(s) in which the school catchment area is situated, giving the reason for the Acting vacancy and the likely duration. The appointment process should also be outlined. The Parent Council should be asked to nominate a parent representative to sit on the short leet interview panel.

The QIM or QIO, as appropriate, should recruit using the restricted pools as outlined previously and arrange to advertise the acting post appropriately.

If recruitment from the restricted pool is unsuccessful or due to local circumstances (for example due to lack of capacity in a cluster) the QIM / QIO should arrange for the post to be advertised across Aberdeenshire.

A restricted pool can be set up by the HR&OD Resourcing Team in TalentLink through askHR. Visit the askHR self-service portal by typing <http://www.askhr.it/> into the address bar for Arcadia / Arcadia Lite. By telephone (01467) 534400. If you don’t have access to the askHR self –service portal, you can contact via email address askHR@aberdeenshire.gov.uk or contact the Resourcing Team directly on recruitmentadvice@aberdeenshire.gov.uk Please note: Right To Work and PVG check may still be required for legal reasons.

Applications should normally be made using a shortened application form and submit via My Job Scotland for review by the appropriate QIM or QIO.

Prior to the short leet interviews for Head Teacher posts the QIM/QIO should meet with the parent representative nominated by the Parent Council to be on the short leet panel to discuss the application forms of all applicants, the preferred short leet and the interview questions. The parent representative will also require to be trained as appropriate in Recruitment and Selection.

The short leet interview panel for Head Teacher posts will comprise of the Quality Improvement Manger (as Chair), the QIO and one parent representative (nominated by the Parent Council). The interview should last between 30 and 45 minutes. A ten-minute presentation is optional. Although there should be a leet of set questions which all candidates will answer, the proceedings should be conducted along more informal lines than would be the case in a short leet interview for a permanent Head Teacher post, with an emphasis on two-way discussion.

Once the appointment has been made the QIM or QIO should inform school staff and parents (via the school administrator or the outgoing Head Teacher), the Chair of the Parent Council (if not present at the interviews) appropriate Elected Members and EL&L staff. A fixed term contract should be issued to the Acting Head Teacher.

|  |
| --- |
| **Panel Composition for Acting HT/DHT/PT Vacancies** |
| **Acting PT** | **Acting DHT** | **Acting HT** |
| HT (Chair)DHT | HT (Chair)QIOParent Representative | QIM(Chair)QIOParent Representative |

### Appointment of Acting Depute Head Teachers

The following protocol should be implemented where a Depute Head Teacher will be absent from their post for a period of more than three months.

Acting Depute Head Teachers will need to be appointed for a variety of reasons including:

* If the Depute Head Teacher is appointed to another post and the notice period required does not allow the successor to take up the post until the Depute Head Teacher has demitted office
* To cover for secondment
* To cover a period of extended sick leave

The Head Teacher should inform the Parent Council and the relevant Elected Members that an acting Depute Head Teacher appointment will be required, giving the reason for the acting vacancy and the likely duration. The appointment process should also be outlined. The Parent Council should be asked to nominate a parent representative to sit on the short leet interview panel.

The Head Teacher or QIO, as appropriate, should recruit using the restricted pools as outlined in the Table above and arrange for the school administrator to advertise the acting post appropriately.

If recruitment from the restricted pool is unsuccessful or due to local circumstances (for example due to lack of capacity in a cluster) the QIO should arrange for the post to be advertised across Aberdeenshire.

A restricted pool can be set up by the HR&OD Resourcing Team in TalentLink through askHR. Visit the askHR self-service portal by typing <http://www.askhr.it/> into the address bar for Arcadia / Arcadia Lite. By telephone (01467) 534400. If you don’t have access to the askHR self –service portal, you can contact via email address askHR@aberdeenshire.gov.uk or contact the Resourcing Team directly on recruitmentadvice@aberdeenshire.gov.uk Please note: Right To Work and PVG check may still be required for legal reasons.

Applications should normally be made using a shortened application form and submit via My Job Scotland to be reviewed by the Head Teacher.

Prior to the short leet interviews the Head Teacher and the QIO should aim to meet with the parent representative nominated by the Parent Council to be on the short leet panel to discuss the application forms of all applicants, the preferred short leet and the interview questions. The parent representative will also require to be trained in Recruitment and Selection, by the QIO.

References are not required for existing, internal, Aberdeenshire Council teachers.

The short leet interview panel will comprise of the Head Teacher (as Chair), the QIO and one parent representative (nominated by the Parent Council). The interview should last between 30 and 45 minutes. A presentation may be included but is not necessary. Although there should be a leet of set questions which all candidates will answer, the proceedings should be conducted along more informal lines than would be the case in a short leet interview for a permanent Depute Head Teacher post, with an emphasis on two-way discussion.

Once the appointment has been made the Head Teacher should inform school staff, the Chair of the Parent Council (if not present at the interview), the appropriate Elected Members and parents. A fixed term contract should be issued to the Acting Depute Head Teacher.

### Appointment of Acting Principal Teachers

The appointment of acting Principal Teachers should follow the same guidelines and principles as above. Though a parent representative is not required. Panel composition as indicated previously.

The responsibilities of the Chair of the interview panel can be found in Appendix 1.

## **Section 3**

## Prior to the acting up arrangement ending

Written notice should be given as follows before the acting up arrangement ends:

* A permanent teacher, who will return to their substantive post, should receive a minimum of 1 weeks’ notice
* A supply teacher covering on a fixed term basis should receive 4 weeks’ notice, however where the cover is for long term sickness absence, this may not be possible, and a minimum of 1 weeks’ notice should be given
* Short term/ad hoc cover should receive as much notice as possible, however there may be instances where only a days’ notice is possible

Please see sample wording regarding notice in *Appendix 2* – Ending an acting up arrangement

**It is vital that the Head Teacher/QIO completes and sends Employee Form via askHR portal at the same time as notice is given to the teacher that the acting up arrangement is to end (Section 4). If no Employee Forms are received, the teacher will continue to be paid the higher salary automatically, resulting in overpayment which will need to be reclaimed.**

## **Section 4**

Submitting Teachers Monthly Temporary Responsibility Payment Claim Form to HR

Forms should be completed electronically and emailed to askHR, askHr@aberdeenshire.gov.uk as a PDF document. There are two options for doing this:

Option 1 – the Authorised Signatory (Head Teacher / QIO) uploads to askHR instead of physically signing the form.

Option 2 – the Authorised Signatory signs the form and makes arrangements within their Service to ensure the form is uploaded to askHR as a PDF on their behalf (QIO Admin or School Administrator).

Either option will comply with the required authorisation process.

Forms which have been uploaded by someone other than the Authorised Signatory, which have not been physically signed will not be accepted

# Appendix 1 - Responsibilities of the Chair

Detailed fact sheet about the responsibilities of a panel chair can be found in the Recruitment, Selection and Criminal Record Checks for Employment Resource Pack which can be found on Acadialite [here](https://arcadialite.aberdeenshire.gov.uk/recruitment-selection/).

Below is a brief summary.

* The Chairperson should welcome the candidate and introduce the panel members by name and job title.
* Chairperson should inform applicants of time allocated for interview, that standard questions will be asked of each candidate and notes will be taken. Explain that at the end of the interview candidates will be given the opportunity to ask any questions they have.
* The candidate should be asked to undertake their presentation at the start of the interview. Panel members should then proceed to ask the standard questions allocated to them. Relevant follow-up questions can be asked if necessary.
* Chairperson should thank the candidate for attending the interview and tell them when they are likely to be informed of the outcome of the interviews.
* The Chairperson should collate views of the panel on each candidate and complete the collective Candidate Assessment Form. (Appendix 3)
* Ensure the panel reach a consensus on the decision and that is recorded on acandidate assessment form. In the event of a disagreement the most senior officer of the authority has the final say.

## **Appendix 2**

## Sample Wording - Ending an acting up arrangement

Our Ref: -

Your Ref:-

**STRICTLY PRIVATE AND CONFIDENTIAL**

NAME

Address

Address

Address

Postcode

Date

Dear <Name>

**Acting Up**

Further to our conversation of \*\*\*\*\*, I am writing to confirm that the acting up arrangement that you are currently undertaking will end on \*\*\*\*\*\* and this will be inclusive of your \*\*\* weeks notice period. At this time you will return to your substantive post of \*\*\*\*\*\*\*. (Please delete this last sentence as appropriate.)

Yours sincerely

Name

**Head Teacher**

# Appendix 3 – Candidate Assessment Form

|  |  |  |  |
| --- | --- | --- | --- |
| Service | Education & Children’s Services | Job Title and ABS No. | ABS |
|  |
| Interview Date |  |
|  |
| Candidate Name |  |
|   |
| Interview Panel |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment Areas** | No Evidence / Not Applicable | Clearly Misses Requirements | Less than Requirements | Meets Requirements | Exceeds Requirements | Far Exceeds Requirements |
| Application Form:- Content- Style- Clarity of Info |  |  |  |  |  |  |
| Presentation (if applicable): - Content - Style/Skills |  |  |  |  |  |  |
| Test/set questions (if applicable): - Responses - Overall Assessment |  |  |  |  |  |  |
| Response to Interview Questions |  |  |  |  |  |  |
| **Assessment Area Comments**  |  |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Successful |  |  |  |  |  |
| Unsuccessful |  |  |  |  |  |
| Reason | Insufficient Experience | Insufficient Knowledge / Skills | Insufficient Answer to Questions | Insufficient Presentation / Test | Close Runner Up |
|  |  |  |  |  |
| Appointable |  |  |  |  |  |
| Relief |  |  |  |  |  |