

## ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

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25 February 2005

GS/CB

Dear Colleague

**AJNCT/21  
PRINCIPAL TEACHERS (SUBJECT)**

The nationally agreed package of pay and conditions of service for Scottish teachers "A Teaching Profession for the 21<sup>st</sup> Century" included provision for specific duties and job remits to be a devolved matter. Accordingly, the Angus Joint Negotiating Committee for Teachers has considered the duties of Principal Teachers (Subject).

Following discussions, local agreement has been reached on terms of the duties of Principal Teachers (Subject) and this is attached as an **Appendix** to this Circular.

This Agreement was approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 7 February 2005 and subsequently ratified by the Staffing Sub-Committee on 24 February 2005.

Yours sincerely

**CATHERINE A COULL  
PHILIP JACKSON**

Joint Secretaries

Enc.

cc Chief Executive  
Director of Education  
Director of Finance  
Personnel Services Manager

**PRINCIPAL TEACHERS (SUBJECT)**

**1 BACKGROUND**

- 1.1 The implementation of new management structures in all Angus secondary schools will take effect from June 2005.
- 1.2 These new structures will incorporate – for each school – one HT, 3 or 4 DHTs, between 3 and 6 Principal Teachers (Pupil Care & Support) and between 8 and 11 Principal Teachers (Curriculum).
- 1.3 In any given school there will be a small number of Principal Teachers (Subject) who have not been appointed to a “new” PT post. These PTs (S) are the focal point of this Agreement.

**2 PRINCIPLES**

- 2.1 The work of PTs (S) has been, and remains, highly valued. In implementing new management structures, the expertise and commitment of these PTs should be retained for the benefit of the service.
- 2.2 Annex B of “*A Teaching Profession for the 21<sup>st</sup> Century*” (TP21) should be used as the basis for any deliberations about the duties of a Teacher/Chartered Teacher, or of a Principal Teacher.
- 2.3 The detailed Job Outlines for DHTs and PTs in secondary schools are now also part of a Local Agreement (AJNCT/16).
- 2.4 In the interests of staff, pupils and the education service as a whole, any colleague who is currently employed on a permanent contract as a Principal Teacher should be expected to undertake the duties of a Principal Teacher in accordance with Annex B of TP21.
- 2.5 PTs (S) will be expected to take on a less extensive remit than hitherto, and this means that some PTs (S) will have less management time available than previously featured within their respective weekly timetables.

**3 PRACTICAL ISSUES**

3.1 Reporting Relationships

- 3.1.1 It is anticipated that all PTs (S) will report to a “new” PT (Curriculum).

3.2 Duties

- 3.2.1 The precise duties of each PT (S) should be a matter for discussion between the HT, the PT (S) and the appropriate PT (Curriculum). These duties should be agreed annually in advance of the preparation of the school timetable.

3.2.2 The outcome of the aforementioned discussion should be a set of duties in accordance with those of a PT (as outlined in Annex B of TP21) which clearly and unambiguously complement the duties of the relevant PT (Curriculum).

### 3.3 Management Time

3.3.1 If a PT (S) is being asked to undertake duties which require a significant time commitment, it is reasonable that some of that time should be available to the PT (S) within the normal pupil week.

3.3.2 It is recommended that each PT (S) should be allocated one or two timetabled periods per week to undertake management duties – this allocation to be part of the overall management time available to staff working in a given curriculum grouping.

### 3.4 Attendance at Meetings of Promoted Staff

Detailed arrangements should be a matter for individual schools, in accordance with the annual Working Time Agreement in each school.

### 3.5 “Winding Down” or “Stepping Down” or Other Requests from Individual PTs (S)

#### 3.5.1 Winding Down

Any request from an individual PT (S) to wind down will be sympathetically considered provided the individual PT (S) has reached the aged of 56 years, and satisfies other conditions for Winding Down as established by the Scottish Public Pensions Agency.

(Note: “Winding Down” means part-time working (minimum 0.5 (fte)) on a salary pro rata to the teacher’s current salary for a maximum period of 4 years, with a protected pension.)

#### 3.5.2 Stepping Down

Any request from an individual PT (S) to step down will be sympathetically considered.

(Note: “Stepping Down” means reverting to the post of Teacher on a salary at the top of the salary scale for unpromoted teachers, with protection of pension rights.)

#### 3.5.3 Other Requests

Any individual PT (S) who wishes to request any other amendments to her/his terms and conditions will receive a sympathetic hearing – from the HT of the school in the first instance and thereafter – if appropriate – from the Director of Education.

## **4 ABSENCE OF PTs (S)**

4.1 In the event of the PT (S) being absent from duty, the line manager of that colleague (ie the PT (Curriculum)) should take on the management duties of the absent post-holder.