

ACTING UP ARRANGEMENTS – PRIMARY

We have previously reached an agreement in terms of acting up arrangements for Primary School Head Teachers. The purpose of this document is to reach an agreement on acting up arrangements for Depute Head Teachers and Principal Teachers in Primary.

Depute Head Teacher

Where a Primary Depute Head Teacher post becomes vacant either through illness, secondment or resignation and there is a requirement for an Acting Depute Head Teacher then the following procedure will be followed.

1. The Acting Depute Head Teacher post will be advertised across Moray.
2. Any Principal Teacher in the school concerned who meets the relevant criteria and wishes to apply, will be guaranteed an interview.
3. Interviews of all leeted candidates will then take place and thereafter an appropriate appointment will be made. The appointment process for such posts will be restricted to interview only involving Education Officers and the Head Teacher of the school concerned. It will not include members of the Parent Council or Elected Members of The Moray Council.

Acting Principal Teacher Primary

Where a Primary School Principal Teacher post becomes vacant either through illness, secondment or resignation and there is a requirement for an Acting Principal Teacher then the following procedure will be followed.

1. The Acting Principal Teacher post will be advertised across Moray.
2. Any teacher in the school concerned who meets the relevant criteria and wishes to apply will be guaranteed an interview.
3. Interviews of all leeted candidates will then take place and thereafter an appropriate appointment will be made. The appointment process for such posts will be restricted to interview only involving the Head Teacher of the school concerned and the Depute of the school where one is in post or a colleague Head Teacher from another school. It will not include members of the Parent Council or Elected Members of The Moray Council.

By adopting the above procedure it is expected that a wider range of staff will be given the opportunity to undertake periods of acting in a Depute Head Teacher post or Principal Teacher post and thereby gain relevant and appropriate leadership and management experiences.

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