

## **Guidance for teachers temporarily undertaking a post of higher responsibility (Acting Up).**

### **Introduction**

Please note this procedure is only relevant for teaching employees.

### **General Information**

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:

- **Less than 3 months (see Section 1 below)** – eg. Vacancy cover whilst a post is being advertised, short term sickness cover
  - Post does not require to be advertised
  - A Temporary Responsibility Claim Form should be completed each month and forwarded to HR Support
  
- **More than 3 months but less than 6 months (see Section 2 below)**
  - Acting up post must be advertised and recruited to through i-GRasp
  - Usual recruitment checks are required to be undertaken eg. PVG, eligibility to work in the UK etc.
  - A Temporary Responsibility Claim Form should be completed each month and forwarded to HR Support
  
- **6 months or more (see Section 3 below)**
  - Acting up post must be advertised and recruited to through i-GRasp
  - Usual recruitment checks are required to be undertaken eg. PVG, eligibility to work in the UK etc.
  - EMIS Employee Forms should be forwarded to HR Support for the teacher to be set up in post, to be automatically paid

**Please note the following paragraph from the SNCT Handbook ([Part 2: Section 1 – Pay, paragraph 1.71](#)) 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

### Less than 3 months

It is the responsibility of all Head Teachers/QIOs to give each teacher who is to undertake an acting up arrangement lasting less than 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 Temporary Responsibility Payment Claim Form and submitted to HR Support on a monthly basis. This form should only be printed off as required. It is a live document and may be amended without notice. The form can be found in Arcadia under the Tools and Resources tab/EMIS/Forms/Temporary Responsibility Payments Claim Form.

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 Support 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 4 – Prior to the acting up arrangement ending.

## Head Teacher Cover

Advice has been sought from SNCT regarding when payment can be made for “ad hoc” cover e.g. Head Teacher out of school on school/Authority business.

- PT/class teachers who act up on an “ad hoc” basis are entitled to claim the higher salary for days worked.
- A Depute Head Teacher will not be entitled to claim where credit for deputising for their Head Teacher has already been included within their DHT salary.

Depute Head Teachers will however continue to receive the higher salary when covering an HT acting arrangement that is for example, to cover for maternity leave, vacancy cover, long term sickness cover etc.

## Primary Ad Hoc Cover

### 1. 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.

### 2. 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.

### **3. 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**

### **1. 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.

### **2. 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.

## **Section 2**

### **More than 3 months**

Where the acting arrangement is expected to last for more than 3 months, the post should be advertised on i-GRasp and normal recruitment checks should be undertaken. The advert reference number (ABS No.) **must** be inserted on the TRP Claim Form to enable HR Support to collect the relevant recruitment information from i-GRasp.

Teachers covering on this basis will not be required to work 20 days before payment is made to them. They should claim all hours worked on a Teachers Temporary Responsibility Payment Claim Form and submitted to HR Support on a monthly basis. This form should only be printed off as required. It is a live document and may be amended without notice. This can be found in Arcadia under the Tools and Resources tab/EMIS/Forms/Temporary Responsibility Payments.

Fixed Term contractual documentation will be issued to the Teacher.

Please also refer to Section 4 – Prior to the acting up arrangement ending.

### **Section 3** **6 months or more**

Where the acting arrangement is expected to last for more than 6 months, the post should be advertised on i-GRasp and normal recruitment checks should be undertaken. The advert reference number (ABS No.) **must** be inserted on the EMIS Employee Form to enable HR Support to collect the relevant recruitment information from i-GRasp.

Teachers covering for 6 months or more will be automatically paid. There is no requirement for them to complete a Teachers Temporary Responsibility Payment Claim Form.

To ensure payment for the higher graded post, EMIS Employee Forms are required to be completed as detailed below:

#### **Full time Teacher covering a full time acting up post**

- EMIS Employee Form to take them out their substantive post
- EMIS Employee Form to set them up in the acting up post
- Vice Versa at the end of the acting up arrangement

#### **Full time Teacher covering a part time Acting up post**

- EMIS Employee Form to reduce their hours in their substantive post
- EMIS Employee Form to set them up as a second job for their acting up post
- Vice Versa at the end of the acting up arrangement

#### **Part time Teacher covering the same amount of hours or more in their acting up post**

- EMIS Employee Form to zero their hours in their substantive post
- EMIS Employee Form to set them up as a second job for their acting up post
- Vice Versa at the end of the acting up arrangement

#### **Part Time Teacher covering less hours in their acting up post**

- EMIS Employee Form to reduce their hours in their substantive post
- EMIS Employee Form to set them up as a second job for their acting up post
- Vice Versa at the end of the acting up arrangement

This is not an exhaustive list of scenarios if you are unsure please contact HR Support for advice.

Please note that all EMIS Employee Forms should be emailed to the 'HR Support Team EMIS Forms' Mail Box on lotus notes. Further guidance regarding this can be found on the following [link](#).

**It is vital that the Head Teacher/QIO send EMIS Employee Forms to HR Support at the same time as notice is given to the teacher that the acting up arrangement is to end, please see Section 4. This will ensure that there is no overpayment. If no EMIS Employee Forms are received the teacher will continue to be paid the higher salary automatically.**

## **Section 4**

### **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 A – Ending an acting up arrangement*.

## **Appendix A**

### **SAMPLE WORDING – ENDING AN ACTING UP ARRANGEMENT**

#### **STRICTLY PRIVATE AND CONFIDENTIAL**

Our Ref:  
Your Ref:  
Please ask for:  
Direct Dial:  
E-mail:

<Date>

<Name>  
<Address>  
<Address>  
<Address>  
<Postcode>

Dear <Name>

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