

## NORTH AYRSHIRE COUNCIL: EDUCATIONAL SERVICES

### PT GUIDANCE: 2005/06

Secondary	Roll	F & C Grants	Modified Roll	PT
Ardrossan Academy	1121	46.4%	1641	6
Arran High School	316	21.6%	384	1
Auchenharvie Academy	660	61.9%	1068	4
Garnock Academy	1036	31.7%	1364	5
Greenwood Academy	1445	32.4%	1913	7
Irvine Royal Academy	861	51.6%	1305	5
Kilwinning Academy	980	35.6%	1329	5
Largs Academy	1080	16.4%	1257	5
St. Andrew's Academy	762	36.8%	1042	4
St. Michael's Academy	854	38.2%	1180	4
	<b>9115</b>			<b>46</b>

Entitlement	
Modified Roll	PT
1 – 239	0
240 – 479	1
480 – 719	2
720 – 959	3
960 – 1199	4
1200 – 1439	5
1440 – 1679	6
1680 – 1919	7
1920 – 2159	8

**NORTH AYRSHIRE COUNCIL  
EDUCATIONAL SERVICES**

**REPORT TO THE LNCT**

**Proposals for Secondary Schools Following the Discontinuation of Assistant  
Principal Teacher (Curriculum and Guidance) and Senior Teacher Posts**

**Introduction**

1. The document "A Teaching Profession for the 21<sup>st</sup> Century" intimated that the posts of Assistant Principal Teacher (Curriculum and Guidance) and Senior Teachers will be discontinued from August 2003.
2. Substantive postholders in the above posts will be salaried at point 3 on the Chartered Teacher scale with conservation as appropriate.
3. The duties of Teachers and Chartered Teachers were also described within Annex B of the above document.
4. As per the requirements of SNCT Circular 14, the views of all Assistant Principal Teachers and Senior Teachers have been sought regarding their career progression wishes.
5. The proposals below address the consequences of the above changes as they affect the operation of Secondary Schools.
6. In the next few months consideration will be given to the introduction of Principal Teacher posts within the Primary and Special School sectors. This work will be pursued purposefully with a view to having an agreed position by August 2003.

**Consultation**

In preparing the following proposals, consultation has taken place with the following parties:

- (i) All Secondary Head Teachers;
- (ii) Senior Adviser with responsibility for Guidance;
- (iii) Corporate Director (Educational Services);
- (iv) Relevant Heads of Educational Service;
- (v) Assistant Chief Executive (Personnel);
- (vi) An LNCT Sub-Group.

The consultative process provided a significant amount of data from Secondary Head Teachers on operational practice within schools and also provided useful views from promoted teachers within the school. This feedback has been appreciated and has been particularly useful in shaping the resultant proposals.

## The Proposals (Secondary Schools)

1. While there is potential to review the allocation criteria and the number of Depute Head Teachers and Principal Teachers (Curriculum) in Secondary Schools, it is not considered prudent to initiate such a review at this time. Consequently, the current complement of such posts in Secondary Schools will be frozen until a comprehensive review is concluded.
2. No new Principal Teacher (Curriculum) posts will be created as a result of the demise of APT or Senior Teacher posts. Current levels of management time within the relevant curricular areas will, however, be maintained.
3. The workload of the PTs (Curriculum) who are currently supported by an APT will be monitored throughout the academic session commencing in August 2003, with a review prior to the end of the session. Where appropriate, further job sizing may occur.
4. Commencing on 1 August 2003, for a period of 3 years, any person holding a substantive post of Assistant Principal Teacher (Curriculum) on 31 July 2003 will be guaranteed an interview for appropriate Principal Teacher (Curriculum) posts in North Ayrshire, where he/she makes application for the post advertised.
5. A new staffing model for PTs (Guidance) will be introduced. The model will be based on a "modified roll", counting pupils in receipt of footwear and clothing grants as 2. Thereafter, a PT (Guidance) will be allocated on the basis of each complete group of 240 pupils on the modified roll. PTs (Guidance) would retain an involvement in their core subject area at this stage. The new posts will be advertised on the basis of the job description currently applying to existing postholders with the removal of any reference to the management of Assistant Principal Teachers.
6. The new staffing model is attached as Appendix 1.
7. Further specific discussion will be required with the SMT of Arran High School to identify the level of support appropriate to its pupil roll.
8. The workload of the PTs (Guidance) will be monitored throughout the academic session commencing in August 2003, with a review prior to the end of the session.
9. Commencing on 1 August 2003, for a period of 3 years, any person holding a substantive post of Assistant Principal Teacher (Guidance) on 31 July 2003 will be guaranteed an interview for Principal Teacher (Guidance) posts in North Ayrshire, where he/she makes application for the post advertised.
10. Schools will be allocated a number of additional Classroom Assistants from April 2003. Head Teachers will identify appropriate levels of Classroom Assistant and/or office support to address elements of the routine administration associated with the guidance function.
11. Further support will be considered following the completion of the Attendance Officer review.

## **Proposals for the Filling of New Principal Teacher (Guidance) Posts**

The decision to discontinue the posts of Assistant Principal Teacher (Guidance) will place significant demands on the guidance service within Secondary Schools. While it is anticipated that the new Principal Teacher (Guidance) posts will do much to maintain the quality and level of guidance delivered, there is potential for service disruption if all of the new posts are made available to all substantive APTs (Guidance), APTs (Curriculum) and Senior Teachers within North Ayrshire. This could lead to a substantial transfer of personnel across schools, with an associated increase in the incidence of compulsory transfers thereafter. It would also jeopardise the good working relationships which are already in place for existing APTs (Guidance) and their pupils within each school. This continuity of relationship is of particular importance to the young people and their parents. It is recognised that, in terms of knowledge, skills and experience, substantive APTs (Guidance) are best placed to undertake the duties of Principal Teacher (Guidance).

In addition, taking cognisance of the trade unions' view that SNCT Circular 14 applies on a school by school basis, and of their preference to minimise disruption within a school and to individual teachers caused by potential staff transfer should a wider interpretation of SNCT Circular 14 be taken, it is proposed that the new Principal Teacher (Guidance) posts within a school be available only to substantive Assistant Principal Teachers (Guidance) from within that school.

If the number of new posts available within a school is less than the number of APTs (Guidance) within the school who are expressing an interest in securing a Principal Teacher post, interviews will be undertaken within the school to identify the best candidates for the posts.

In schools where the number of posts available equals or exceeds the number of internal Assistant Principal Teachers (Guidance) expressing an interest in a Principal Teacher (Guidance) post, matching-in arrangements will apply to the substantive Assistant Principal Teachers (Guidance). Thereafter, any remaining post(s) will be advertised across North Ayrshire. Substantive Assistant Principal Teachers (Guidance) from other North Ayrshire schools who have not secured a new post within their existing school will be guaranteed an interview should they apply for these remaining posts.

Where matching-in arrangements are likely to occur, it will still be important to interview aspiring APTs (Guidance) to ensure that they are fully aware of the professional and management demands associated with the post of Principal Teacher (Guidance) prior to the appointment being offered.

The above proposals were agreed at a meeting of the North Ayrshire Council LNCT on Wednesday 26 February 2003.

For and on behalf of the  
Management Side of the  
North Ayrshire Council  
LNCT:

For and on behalf of the  
Trade Union Side of the  
North Ayrshire Council  
LNCT:

Mr J M Macfarlane  
Assistant Chief Executive (Personnel Services)

Mr G Smith  
Trade Union Side Secretary

Date: 26 February 2003

Date: 26 February 2003

Appendix 1

School	Estimated Roll 2003/04	Modified Roll	Current Structure		Proposed Structure Number of PTGs
			Number PTGs	Number APTGs	
Ardrossan	1243	1827	5	6	7
Arran High *	307	371	1	3	1
Auchenharvie	658	1007	2	4	4
Garnock	1109	1486	2	10	6
Greenwood	1408	1887	4	6	7
Irvine Royal	933	1400	3	6	5
Kilwinning	989	1365	3	6	5
Largs	1017	1210	4	6	5
St Andrew's	730	993	3	3	4
St Michael's	806	1104	3	2	4
Totals	9200	12650	30	52	48

**EDUCATIONAL SERVICES: Head of Educational Resources: Brian Gardner**  
Cunninghame House, Irvine KA12 8EE  
Tel: 01294 324413 Fax: 01294 324444  
Web Site: [www.north-ayrshire.gov.uk](http://www.north-ayrshire.gov.uk)

Your Ref:

Our Ref: BG/EMcW

If telephoning please call: Brian Gardner (01294 324413)

28 February 2003

**To: All Secondary Head Teachers**

Dear Colleague

### **LNCT AGREEMENT – GUIDANCE POSTS IN SECONDARY SCHOOLS**

As you will be aware, discussions have been ongoing with the Trade Union side of the LNCT to determine an appropriate course of action following the discontinuation of Assistant Principal Teacher and Senior Teacher posts from August 2003.

I am pleased to advise you that an agreement has been reached on a number of important aspects as detailed in the attached Agreement Document.

I would be grateful if you could ensure wide circulation of the Agreement to all teaching staff. If you feel it would be useful, I would not be averse to a staff meeting being arranged to air the content of the Agreement. You are free to arrange this at a suitable time, for example, during an extended break or at the end of the pupil day. Ideally, I would wish to avoid an early closure but if this proves to be your preferred option, please liaise with the relevant bus companies and advise parents accordingly.

I anticipate that the interview process for the new PT (Guidance) posts will commence by Monday 17 March and be concluded by the Easter break. Candidates should complete the standard application form in full but a Head Teacher's report is not required for internal appointments. The Head Teacher can determine an appropriate panel from their own staff and may, if they wish, bring in a PT (Guidance) from another school, as the person of equivalent rank, if this would protect internal relationships.

While the new postholders will not take up their post till August, I would hope that this early identification of new PTs would maximise opportunities for planning and preparation during the summer term.

I trust the above information is helpful and will allow an element of planning certainty to be introduced into timetable construction and staffing returns for next session.

Please/.....

Please do not hesitate to contact me if you require any further assistance.

Yours sincerely

**BRIAN GARDNER**  
Head of Educational Resources

Enc