

## Management Restructuring: Interim Arrangements For The Appointment of Principal Teachers

### 1 Introduction

On February 11 2003 Royal Assent was given to a Bill which includes the suspension of that part of the School Boards Act requiring the national advertising of principal teacher posts for a period of 12 months with immediate effect. This enables Local Authorities to ring fence principal teacher posts where this is determined to be appropriate. Authorities can decide whether or not to ring fence posts and at which level ring fencing should apply. The following appointment procedures are proposed

### 2 Primary and Primary SEN Schools

All new Principal teacher posts in Primary and Primary SEN to be filled over the course of the next 12 months will be subject to ring fenced arrangements. In all cases standard, formal appointment procedures will apply ie the provision of a recruitment pack, including job description and person specification, applications made, reports submitted and the formal interview process followed regardless of the number of candidates to be interviewed. Successful candidates must meet the quality threshold required to carry out the duties of the post effectively and evidenced through the application and interview process.

It is anticipated that Principal Teacher posts will be internally advertised as soon as the job sizing toolkit becomes available and can then be applied to posts in individual schools to enable remit and salary point to be established.

For these posts only substantive senior teacher post-holders, in the first instance can apply.

It is proposed that the procedures that apply will be as follows:

1. Preparation of generic job description and person specification by authority and agreed through the LNCT. The job description and person specification can be amended to then take account of particular requirements at school level. Job descriptions for posts in individual schools developed using the job sizing toolkit, and salary point identified. Posts advertised internally.
2. Existing senior teachers invited to apply for post(s) within the individual school. Where one or more senior teachers apply then the standard personnel appointment procedures described above will be operated.
3. To ensure consistency of level of difficulty a bank of "standardised" question relating to key aspects of the leadership and management role will be developed together with key points which should feature in answers from candidates.
4. Interview Arrangements will be as follows:
  - Candidates interviewed for own school
  - Interview process would involve grouping of 3-4 schools with the respective head teachers and an adviser or personnel officer constituting the interview panel
  - The interview panel will reach decision about whether each of the candidates meets the quality threshold and make recommendations for appointments.
5. Should a post not be filled at school level (ie where there is no interest from substantive senior teachers in the school, or failure of internal candidate to meet the quality threshold) then the post would be advertised at city level with ring fencing to **substantive** senior teachers. An appointment from outwith the school could result in compulsory transfer of a member of staff from the school.
6. In the event that the post remains unfilled at this stage then it can be openly advertised provided that resources are available to bridge differential between top of the main scale and PT post [for example where a school has acting appointment(s)]. In circumstances where no resources are available and post is unfilled, the department will determine whether it may be possible to allocate additional resources to

schools which have no members of management other than the head teacher, **on an interim basis** until such time as the necessary resources are freed up from within the school's budget.

7. A support and development programme will be put in place for all newly appointed principal teachers. This will take the form of an induction and project/team leadership programme. Mentoring support will be available within the school, but also within groupings of clusters through experienced head teachers, who will be invited to participate in this programme. This will be complemented by some central support provision through EdIS.

### **3 Secondary and Secondary SEN Schools**

Any Principal teacher posts to be filled over the course of the next 12 months will fall into one of three categories and it is proposed that there be a variation in the procedures which will apply in each situation. In all cases standard, formal appointment procedures will apply ie the provision of a recruitment pack, including job description and person specification, applications made, reports submitted and the formal interview process followed regardless of the number of candidates to be interviewed. Successful candidates must meet the quality threshold required to carry out the duties of the post effectively as evidenced through the application and interview process.

For those posts to which ring fencing applies, only substantive post-holders in the first instance can apply.

#### **A Expansion of Pupil Support Team through additional Principal Teacher (Pastoral Care) Posts**

Posts in the first instance will be ring fenced within the individual school to substantive post holders (current assistant principal teachers and senior teachers who have responsibility in guidance/pastoral care).

#### **B The Establishment of a new 'Faculty' type Principal Teacher Post as Part of Restructuring**

Posts in the first instance ring fenced within the individual school to substantive post-holders within the subject areas included in the new posts. This may include assistant principal teachers, senior teachers and principal teachers who have curricular responsibilities.

It is proposed that for these two types of post the procedures that apply will be as follows:

1. Preparation of generic job description and person specification by authority and agreed through the LNCT. The job description and person specification can be amended to then take account of particular requirements at school level. Job descriptions for posts in individual schools developed using the job sizing toolkit, and salary point identified. Posts advertised internally.
2. Existing substantive postholders invited to apply for post(s) within the individual school. Where one or more substantive postholders apply then the standard personnel appointment procedures described above will be operated.
3. To ensure consistency of level of difficulty a bank of "standardised" question relating to key aspects of the leadership and management role will be developed together with key points which should feature in answers from candidates.
4. Interview Arrangements will be as follows:
  - a. Candidates interviewed for own school
  - b. Interview process would involve grouping of 3-4 schools with the respective head teachers and an adviser or personnel officer constituting the interview panel
  - c. The interview panel will reach decision about whether the candidate meets the quality threshold and make recommendations for appointments.
5. Should a post not be filled at school level (ie where there is no interest from substantive postholder in the school, or failure of internal candidate to meet the quality threshold) then the post would be advertised at city level with ring fencing to substantive postholders (APTs or STs in guidance or PTs/APTs/STs in appropriate curricular areas). An appointment from outwith the school could result in compulsory transfer of a member of staff from the school.
6. In the event that the post remains unfilled at this stage then it can be openly advertised provided that resources are available to bridge differential between top of the main scale and PT post [for example where a school has acting appointment(s)].

7. A support and development programme will be put in place for all newly appointed principal teachers. This will take the form of an induction and team leadership programme. Mentoring support will be available within the school. This will be complemented by some central support provision through EdIS.

**C Where A Principal Teacher Post is Simply Being Replaced with No Change**

Ring fencing will not apply to such posts. The normal appointments procedure (ie national advert) will apply.



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This Policy has been agreed by the Glasgow LNCT and approved by the Education Services Committee