

DNCT/11

Procedures for Acting Promoted Post Appointments for Teaching Staff and Associated Professionals

GENERAL

The need for acting appointments to be made for promoted teaching posts can arise in various ways. The most frequent circumstances are as follows:

- a) pending a permanent appointment to a post;
- b) when the permanent post-holder is temporarily absent from a post, eg for maternity leave, medium or long term sickness leave or secondment.

It is important that arrangements for such acting appointments are fair, equitable and transparent and accordingly should be subject to the same general requirements as apply to other appointments through the Council's Recruitment and Selection Policy. However, account must be taken of the particular contexts for acting appointments and specific guidance is therefore provided below to assist in providing a consistent approach to meeting those objectives.

ARRANGEMENTS/PRINCIPLES

1. Where the need arises within a school or establishment for an acting appointment, permission should be sought by the Head Teacher/Head of Establishment (HoE) from the relevant Head of Service. In assessing that need account should be taken of the duration or anticipated duration of the postholder's absence and of the effect, including the effect on service delivery and teacher workload, of the post remaining temporarily unfilled. In particular, however, where it is known in advance or at an early stage that the duration of the absence will exceed the 20 days criterion for additional salary payment in accordance with the National Scheme of Salaries and Conditions of Service for Teachers and Associated Professionals, then an acting appointment will be made.
2. Applications for acting appointments will be offered based on the level of actions detailed in Appendix 1. Where applications are to be invited these will be from all permanent staff including those presently on secondment, family leave etc, on the understanding that within reasonable bounds applicants must be in a position to meet the commencement date requirements for the acting post.
3. In circumstances where the acting post is a DHT post and there are other DHT posts in the school. The remit of the post will be offered to the other DHT's and if this results in a salary change a payment will be made. This process will be followed until all substantive DHT's have an acting remit and the ultimate vacancy will then be offered following the actions detailed in the appendix.

4. The intimation to staff of the availability of the acting post should indicate the likely duration of the acting appointment, provide for access to the person specification and job description for the post, and stipulate the closing date for receipt by the HT/HoE of a statement of interest in the post from applicants.
5. The timescale for closing date and subsequent interviews may require to reflect any urgency associated with the filling of the post but nevertheless in all circumstances should provide adequate time for staff to consider their possible application and for applicants to prepare properly for interview. The format of and arrangements for interview should be made known timeously to interviewees. To ensure sufficient time for this complete process, it is envisaged that these arrangements will normally encompass at least one working week.
6. For each post an appropriate selection panel will be formed to carry out leeting and interview.

The panel should normally comprise:

- HT/HoE/Education Manager/Education Officer or DHT
 - Other SMT member or PT as appropriate
7. The person specifications against which the candidates are considered should be the same as those for a permanent post at that level. Where the application of the requirements of the person specification results in no suitable applications (including where this can be known in advance), then the HT may seek an appropriate relaxation of those requirements in agreement with the relevant Head of Service. Where such a change is agreed, re-advertisement will be necessary to ensure that all potential candidates are aware of the change.
 8. The decision of the selection panel will be communicated by the HT/HoE to the applicants, with the opportunity offered as appropriate for feedback from interview.
 9. The decision on the filling of the post will be communicated by the HT to the relevant Head of Service on the administrative form provided for that purpose. Where the circumstances merit it, positive consideration should be given to the effective date of commencement in the acting post being retrospective for the purpose of additional salary payment. The appointment will be confirmed by letter to the successful candidate.
 10. Where no applications are received for an acting post or where the selection panel determines at the leeting stage or after interview that there are no suitable applicants for the post, then the acting post should be advertised by the normal means within the Education Department and thereafter the process should proceed as described above.
 11. For clarification, the general principles underpinning the above arrangements will also be applied to acting arrangements for posts held by associated professionals (i.e. staff covered by the SNCT National Scheme of Salaries and Conditions of Service: Music Instructors and Educational Psychologists).
 12. Where there are exceptional circumstances regarding the school, establishment or post which would make the application of the above arrangements inappropriate or

not feasible, then the matter should be raised by the Executive Director, Children and Families' service or Head of Service with the representatives of the teacher trade unions with a view to arriving at an agreed suitable alteration to the arrangements.

APPENDIX

Acting Post	First Action	Second Action	Third Action
Head Teacher	If a Deputising Depute in post they will act	If no Deputising Depute, offer amongst the substantive Deputes within the school.	If circumstances dictate no suitable Depute, Children and Families Service management to offer as a city wide opportunity amongst other substantive Deputes
Deputising Depute (Secondary)	Offer amongst other Deputes	If circumstances dictate no suitable Depute, Children and Families Service management to offer as city wide secondment opportunity amongst other Deputes.	
Depute Head Teacher (Secondary)	Offer amongst substantive Principal Teachers	If circumstances dictate no suitable Principal Teacher, Children and Families Service management to offer as city wide opportunity amongst other substantive Deputes and Principal Teachers	
Depute Head Teacher (Primary)	Offer amongst Depute Head Teachers / Principal Teachers where there are appropriate postholders within the school	If circumstances dictate no suitable Depute Head Teacher / Principal Teacher, Children and Families Service management to offer as city wide secondment opportunity amongst other substantive Deputes and Principal Teachers	If circumstances dictate no suitable curriculum Teacher, Children and Families Service management to offer as city wide opportunity
PT (Subject)	PT Subject Support	Curriculum Teachers for Subject in school	If circumstances dictate no suitable curriculum Teacher, Children and Families Service management to offer as city wide opportunity
PT (Guidance)	Offer amongst all PTs and Curriculum Teachers in school	Offer amongst all PTs on a city wide secondment opportunity.	If circumstances dictate no suitable curriculum Teacher, Children and Families Service management to offer as city wide opportunity
PT (Primary)	Offer amongst all other substantive Teachers in school.	If circumstances dictate no suitable curriculum Teacher, Children and Families Service management to offer as city wide secondment opportunity.	

Note in all cases Children and Families Service management will reserve the right to second a member of staff from another school. Examples where this may occur is where there is no Depute Head Teacher in a primary school and the Head Teacher is absent. Management may transfer a Head Teacher/Depute Head Teacher from another school on a temporary basis to cover the vacancy.
If there are circumstances where a teacher is acting in a higher graded post and the post directly above becomes available the Children and Families Service Management reserve the right to appoint the acting postholder to the next level of acting if this ensures continuity of Learning and Teaching.
Once suitable recruitment in line with DNCT/11 has been undertaken, the following process should be followed:
1.Head Teacher/Education Manager to complete an Acting 1 pro forma and submit to Staff Team.
2. Staffing to calculate payment and issue a temporary amendment (acting letter).
3.Payment will be made in line with conditions of service after 20 days backdated to day 1. Payment will be made in arrears at the basis of 1/235 th difference for each pupil/in service day.
4. Annual leave will be paid at 0.20513 of a day for each pupil and in service and will be paid at the time of the schools days.