

ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

Joint Secretary (Teachers' Panel)
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Dear Colleague

AJNCT/33 RECRUITMENT PROCEDURES FOR TEMPORARY PROMOTED POSTS IN PRIMARY AND SECONDARY SCHOOLS (REVISED)

This agreement, which sets out the principles and procedures to be followed when recruiting for temporary promoted posts in primary and secondary schools, was initially ratified in September 2018 and has now been revised to reflect current practices in schools.

The amendments to this local agreement were approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 8 December 2022, and subsequently ratified by the Staffing Sub-Committee on 14 February 2023.

Yours sincerely

**JIM HAMMOND
MIKE CALLAGHAN**

Joint Secretaries

Enc:

cc: Chief Executive
Director of Education and Lifelong Learning and Chief Education Officer
Director of HR, Digital Enablement and Business Support

ANGUS COUNCIL – JOINT NEGOTIATING COMMITTEE FOR TEACHERS

RECRUITMENT PROCEDURES FOR TEMPORARY PROMOTED POSTS IN PRIMARY AND SECONDARY SCHOOLS

1. NATURE OF TEMPORARY POSTS

- 1.1 This paper sets out clear arrangements for the recruitment of staff to temporary posts in primary and secondary schools on an acting basis. The posts covered by these arrangements include Acting Head Teacher, Acting Depute Head Teacher and Acting Principal Teacher.
- 1.2 There are two specific periods of temporary responsibility:
 - Short term periods of no more than 8 weeks
 - Long term periods of more than 8 weeks but no longer than 23 months
- 1.3 All long term temporary promoted posts will be open to staff from other schools to ensure leadership capacity is developed across the authority and to enable equity of opportunity for those who meet the eligibility criteria
- 1.4 Acting appointments will not automatically lead to appointment to longer periods of acting, a longer temporary or permanent contract.
- 1.5 Pay arrangements are in accordance with SNCT Terms & Conditions.

2. RECRUITMENT OF ACTING PROMOTED STAFF TO PRIMARY SCHOOLS

Short Term (no more than 8 weeks)	Long term period (8 weeks - 23 months)
<p>2.1 Who is eligible for Acting Head Teacher Posts?</p> <p>In cases of short-term acting, it is preferable to find a within-school solution as follows:</p> <p>The Depute Head Teacher (DHT) will be expected to undertake the role of Acting Head Teacher (HT) in schools with more than 7 classes.</p> <p>In shared headship schools the PT will be expected to undertake the role of Acting HT.</p> <p>In schools with less than 7 classes there is no DHT and expressions of interest will be sought from class teachers within the school for the Acting HT post.</p>	<p>2.2 Who is eligible for Acting Head Teacher Posts?</p> <p>An email will be issued by the Service Leader (Locality) to all primary Head Teachers asking for expressions of interest from substantive DHTs for long term Acting HT posts in schools with more than 10 classes and from substantive DHTs and Principal Teachers (PTs) for schools with less than 10 classes and for shared headships.</p>

<p>If a within-school solution is not possible the long-term process will be enacted.</p>	
<p>2.3 Who is eligible for Acting Depute Head Teacher Posts?</p> <p>In schools with less than 10 classes, the PT will be expected to undertake the role of Acting DHT.</p> <p>In schools of more than 10 classes expressions of interest will be sought from all substantive PTs within the school.</p> <p>If there are no expressions of interest from PTs then expressions of interest will be sought from class teachers within the school.</p> <p>If a within-school solution is not possible the long-term process will be enacted.</p>	<p>2.4 Who is eligible for Acting Depute Head Teacher Posts?</p> <p>An email will be issued by the Head Teacher to all primary Head Teachers asking for expressions of interest from substantive DHTs and all PTs for Acting DHT posts</p>
<p>2.5 Who is eligible for Acting Principal Teacher Posts?</p> <p>Expressions of interest will be sought from class teachers.</p> <p>If a within-school solution is not possible the long-term process will be enacted.</p>	<p>2.6 Who is eligible for Acting Principal Teacher Posts?</p> <p>Expressions of interest from class teachers out with the school will be sought for Acting Principal Teacher posts that become long-term.</p>
<p>2.7 What is the format of expressions of interest?</p> <p>For Acting HT posts, expressions of interest should be emailed to the appropriate Service Leader. For Acting DHT and PT posts, expressions of interest should be emailed to the substantive Head Teacher. This should be in the format of one side of A4 and describe the following:</p> <ul style="list-style-type: none"> • Skills and experiences to date • Why this post is an appropriate professional learning opportunity for the candidate at this time 	<p>2.8 What is the format of expressions of interest?</p> <p>For Acting HT posts, expressions of interest should be emailed to the appropriate Service Leader. For Acting DHT and PT posts, expressions of interest should be emailed to the substantive Head Teacher. This should be in the format of one side of A4 and describe the following:</p> <ul style="list-style-type: none"> • Skills and experiences to date • Why this post is an appropriate professional learning opportunity for the candidate at this time

2.9 Recruitment Panel for Acting Head Teachers (short term and long term)

The recruitment panel for all Acting HT posts will consist of:

- Appropriate Service Leader - Chair of the Panel
- Peer Head Teacher

2.10 Recruitment Panel for Acting Depute Head Teachers (short term and long term)

The recruitment panel for all Acting DHT posts will consist of:

- Head Teacher - Chair of the Panel
- Schools and Learning representative
- Peer Head Teacher

2.11 Recruitment Panel for Acting Principal Teachers (short term and long term)

- Head Teacher - Chair of the panel
- Schools and Learning representative
- Peer Head Teacher/Depute Head Teacher from another school

3. RECRUITMENT OF ACTING PROMOTED STAFF TO SECONDARY SCHOOLS

Short Term (no more than 8 weeks)	Long term period (8 weeks - 23 months)
<p>3.1 Who is eligible for Acting Head Teacher Posts?</p> <p>Expressions of interest will be sought from substantive DHTs within the school.</p> <p>If a within-school solution is not possible the long-term process will be enacted.</p>	<p>3.2 Who is eligible for Acting Head Teacher Posts?</p> <p>An email will be issued by the Head of Schools and Learning to all secondary Head Teachers asking for expressions of interest from substantive HTs and all substantive DHTs for long term Acting HT posts.</p>
<p>3.3 Who is eligible for Acting Depute Head Teacher Posts?</p> <p>Expressions of interest will be sought from all substantive PTs within the school.</p> <p>If a within-school solution is not possible the long-term process will be enacted.</p>	<p>3.4 Who is eligible for Acting Depute Head Teacher Posts?</p> <p>An email will be issued by the Head Teacher to all secondary Head Teachers asking for expressions of interest from substantive DHTs and all PTs for Acting DHT posts.</p>

<p>3.5 Who is eligible for Acting Principal Teacher Posts?</p> <p>Expressions of interest will be sought from class teachers within the school.</p> <p>If a within-school solution is not possible the long-term process will be enacted.</p> <p>It is envisaged that in the vast majority of cases appointment to PT Posts will be made from within faculty groups. It is recognised that in a small number of cases this may not be possible.</p>	<p>3.6 Who is eligible for Acting Principal Teacher Posts?</p> <p>An email will be issued by the Head Teacher to all secondary Head Teachers asking for expressions of interest from PTs, acting PTs and suitably experienced class teachers</p> <p>Any teacher appointed to a short term Acting PT post can continue to undertake this role on a long term basis or expressions.</p> <p>It is envisaged that in the vast majority of cases appointment to PT Posts will be made from within faculty groups. It is recognised that in a small number of cases this may not be possible.</p>
<p>3.7 What is the format of expressions of interest?</p> <p>For Acting HT posts, expressions of interest should be emailed to the Head of Schools and Learning. For Acting DHT and PT posts, expressions of interest should be emailed to the substantive Head teacher. This should be in the format of one side of A4 and describe the following:</p> <ul style="list-style-type: none"> • Skills and experiences to date • Why this post is an appropriate professional learning opportunity for the candidate at this time 	<p>3.8 What is the format of expressions of interest?</p> <p>For Acting HT posts, expressions of interest should be emailed to the Service Leader (Secondary). For Acting DHT and PT posts, expressions of interest should be emailed to the substantive Head teacher. This should be in the format of one side of A4 and describe the following:</p> <ul style="list-style-type: none"> • Skills and experiences to date • Why this post is an appropriate professional learning opportunity for the candidate at this time
<p>3.9 Recruitment Panel for Acting Head Teachers (short term and long term)</p> <p>The recruitment panel for all Acting HT posts will consist of:</p> <ul style="list-style-type: none"> • Head of School and Learning - Chair of the Panel • Appropriate Service Leader • Peer Head Teacher 	
<p>3.10 Recruitment Panel for Acting Deputy Head Teachers (short term and long term)</p> <p>The recruitment panel for all Acting DHT posts will consist of:</p> <ul style="list-style-type: none"> • Head Teacher - Chair of the Panel • Schools and Learning representative • Peer Head Teacher 	

3.11 Recruitment Panel for Acting Principal Teachers (short term and long term)

- Head Teacher - Chair of the panel
- Peer Head Teacher / Depute Head Teacher from another school

4. Support for Long Term Acting Head Teachers

- 4.1 All long term Acting Head Teachers will be matched with a peer Head Teacher who will undertake a mentoring role with them. This will involve at least 1 formal termly meeting and informal support and guidance as required.
- 4.2 Any Acting Head Teacher in post for more than 12 months will have an arranged Professional Review and Development meeting with the relevant Service Leader.
- 4.3 All long term Acting Head Teachers in primary schools covering planned vacancies of more than one school session will be eligible to participate in the Induction Programme for Primary Head Teachers.